



Livingston City Commission Agenda

June 18, 2024

5:30 PM

City – County Complex, Community Room

<https://us02web.zoom.us/j/84385210409?pwd=VGZmVERQOW13cmlEalV5ZkkxOHlxUT09>

Meeting ID: 843 8521 0409

Passcode: 229136

1. Call to Order

2. Roll Call

3. Public Comment

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

4. Consent Items

- A. APPROVAL OF MINUTES FROM JUNE 04, 2024, REGULAR MEETING PG.4**
- B. APPROVAL OF CLAIMS PAID 5/30/24 - 6/12/24 PG.18**
- C. APPROVAL OF CONVENTION AND VISITORS BUREAU ANNUAL BUDGET PG.29**
- D. APPROVAL OF TOURISM BUSINESS IMPROVEMENT DISTRICT WORK PLAN AND BUDGET PG.65**
- E. APPROVAL OF LIVINGSTON BUSINESS IMPROVEMENT DISTRICT WORK PLAN AND BUDGET PG.77**
- F. APPROVAL OF TWO MEMBERS TO THE LIVINGSTON BUSINESS IMPROVEMENT DISTRICT BOARD OF TRUSTEES PG.89**

5. Proclamations

- A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING JUNE 16-22, 2024 AS FIREFIGHTER SAFETY STAND DOWN WEEK IN LIVINGSTON, MONTANA PG.91**
- B. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING JULY 2024 AS PARKS AND RECREATION MONTH IN LIVINGSTON, MONTANA PG.93**

6. Scheduled Public Comment

7. Action Items

- A. ORDINANCE 3053: AN ORDINANCE OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 10 OF THE LIVINGSTON MUNICIPAL CODE, ENTITLED MISCELLANEOUS OFFENSES, TO MODIFY SECTIONS 10-7 AND 10-8 TO ENABLE THE CONSUMPTION OF ALCOHOL IN CERTAIN PERMITTED AREAS. PG.96**

B. RESOLUTION 5134: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING UTILITY AND ACCESS EASEMENTS GRANTED BY KAREN SCHNEIDER FOR HER PROJECT LOCATED AT LLAMA LANE AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS. PG.103

C. RESOLUTION 5135: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING A WATER UTILITY EASEMENT GRANTED BY LIVINGSTON LODGING 2 AND DIVIDE DEVELOPMENT FOR THE HOME 2 SUITES PROJECT LOCATED ON WEST PARK STREET AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS. PG.117

D. CITY COMMISSION LISTENING SESSIONS PG.131

8. City Manager Comment

9. City Commission Comments

10. Adjournment

Calendar of Events

Supplemental Material

Notice

- **Public Comment:** The public can speak about an item on the agenda during discussion of that item by coming up to the table or podium, signing-in, and then waiting to be recognized by the Chairman. Individuals are reminded that public comments should be limited to items over which the City Commission has supervision, control, jurisdiction, or advisory power (MCA 2-3-202).
- **Meeting Recording:** An audio and/or video recording of the meeting, or any portion thereof, may be purchased by contacting the City Administration. The City does not warrant the audio and/or video recording as to content, quality, or clarity.
- **Special Accommodation:** If you need special accommodations to attend or participate in our meeting, please contact the Fire Department at least 24 hours in advance of the specific meeting you are planning on attending.

File Attachments for Item:

A. APPROVAL OF MINUTES FROM JUNE 04, 2024, REGULAR MEETING



Livingston City Commission Minutes

June 04, 2024

5:30 PM

City – County Complex, Community Room

<https://us02web.zoom.us/j/85628837886?pwd=eFBGUWQxMGRPcUs0S1hNaE9mRy90UT09>

Meeting ID: 856 2883 7886

Passcode: 159354

1. Call to Order

Chair Kahle called the meeting to order at 5:34PM

2. Roll Call

City Commission in attendance at start of meeting: Chair Kahle, Vice-Chair Nootz, Commissioner Schwarz, and Commissioner Willich

Staff in attendance: City Manager Grant Gager, Policy Analyst Greg Anthony, Finance Director Paige Fetterhoff

3. Public Comment

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

- Leslie Feigel commented on how well the Car Show went and Living History Day with many trips and visitors that went to the museum in town.
- Nancy Adkins commented on Miles St. being not well maintained.
- Patricia Grabow would like to see a Miles Park Lagoon sign up by the Lagoon and would like to see clean up done around the Civic Center.

4. Consent Items

- | | |
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| A. APPROVAL OF MINUTES FROM MAY 21, 2024, REGULAR MEETING | PG.4 |
| B. APPROVAL OF CLAIMS PAID 5/16/24 - 5/29/24 | PG.39 |
| C. JUDGES MONTHLY REPORT APRIL 2024 | PG.43 |
| D. APPROVAL OF PURCHASE ORDER 20087 WITH BOZEMAN TOYOTA | PG.45 |
| E. APPROVAL OF AGREEMENT 20088 WITH DANIELLE HARALDSON | PG.48 |

Consent item A pulled by Vice-Chair Nootz

Consent item E pulled by Chair Kahle

Motion to approve consent items B- D was made by Commissioner Schwarz and seconded by Commissioner Willich. The motion passed unanimously by the four members present.

Motion to approve consent item A with changes described was made by Vice-Chair Nootz and seconded by Commissioner Schwarz. The motion passed unanimously by the four members present.

Vice-Chair Nootz asked a question about Claims and wondered why the NorthWestern Energy section had so many zeros.

The City Manager stated this was because NorthWestern Energy has misapplied a couple of our payments.

Chair Kahle asked about consent item E and asked about the updated contract they were given since City Attorney Jon Hesse had worked to update it with the property owner.

The City Manager stated it is mostly like what is in the packet, but there were some clauses related to the entirety of the agreement amendment and invalidity that the City Attorney added.

Chair Kahle asked City Attorney Jon Hesse what he had changed.

The City Attorney stated he wanted to make sure this was binding on whoever that the estate sold the property to, so language was included for the future new owner doesn't have to dispute with City over connecting to the sewer.

Chair Kahle motioned to approve consent item E seconded by Vice-Chair Nootz. The motion passed unanimously by the four members present.

5. Proclamations

A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING JUNE 08, 2024 AS FAMILY HEALTH AND FITNESS DAY IN LIVINGSTON, MONTANA

PG.53

Chair Kahle read the proclamation.

6. Scheduled Public Comment

7. Action Items

A. RESOLUTION 5130: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, GIVING NOTICE THAT THE CITY COMMISSION HAS COMPLETED ITS PRELIMINARY BUDGET IN THE AMOUNT OF \$30,487,800 FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2024, AND ENDING JUNE 30, 2025, (FY 2025), THAT THE BUDGET IS ON FILE AND AVAILABLE FOR PUBLIC INSPECTION AND ON THE INTERNET AT www.livingstonmontana.org, AND CALLING FOR A PUBLIC HEARING FOR APPROVAL OF THE FINAL BUDGET AND MAKING APPROPRIATIONS.

PG.55

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated this is a follow up to the conversation they started in the May 21st meeting where he gave a brief overview of the budget. He stated he continues to prioritize implementation of the Growth Policy so there are areas funded similar to FY 24 including land use recommendations where we are providing funding to the Planning Dept. to continue the review of the Zoning Code and Subdivision Regulations in addition to the Gateway Overlay Zone work that is in progress. In addition to the \$125,000 carried forward from the current budget they are adding \$40,000 to help support the Planning Dept. The second of the Growth Policy priorities are the place making and community character and he is recommending appropriating \$186,000 to expand the treatment of unpaved roads. He stated that out of the Trails and Active Transportation Plan in conjunction with both local and state funding from HB 355 he is recommending \$145,000 to complete the design and install rapid flashing beacons on Park St. He is also recommending \$44,000 using both state and local funding for investing in the Urban Forest. The third priority in the Growth Policy is housing and he is recommending \$25,000 to continue the work of the Housing Coordinator position who has been helping the City on both policy and application reviews. The fourth Growth Policy priority is resiliency and stated the Silver Jackets team will be here tomorrow evaluating the levy and the existing flood control devices over the next week and a half. In addition to this survey he is recommending \$100,000 to support the establishment of a mobile crisis response team in conjunction with Park County and Livingston HealthCare.

Vice-Chair Nootz asked about water tiers and was hoping to get some feedback.

The City Manager stated he could bring it back to a later meeting when they have time to see the high water data from the summer.

Vice-Chair Nootz asked about staffing reorganization such as implementing the City Clerk position, making Recreation its own department, and Code Enforcement stating these were implemented in FY24 and wondered how this was working out.

The City Manager stated the City Clerk position is recommended to go full time in FY 25 and has lots of work to do such as large file digitizing projects. The Rec Dept. director is stepping into the roll nicely and starting to grow the programming and has fantastic leadership. Code Enforcement is welcomed by downtown business owners who appreciate more consistent parking enforcement.

Vice-Chair Nootz stated that for years they have been talking about the City files and is happy to hear they are working toward digitizing them. She thinks it's great that by changing leadership and creating Rec as its own dept. is really giving the community more access to what that whole dept. has to offer. She really appreciates hearing about Code Enforcement because that is something the Commission has been hearing about for years. She asked about transportation and Windrider and wondered if the City has studies about this and wants to make sure if they invest in public transportation that it is based on community need.

Commissioner Schwarz stated Kristen Galbraith keeps good records of daily riders and they are constantly updating routes based on feedback from riders. He said it would be easy to get those records.

The City Manager stated he talked with Park County and they are at about 30 average daily riders, and it has some room for improvement and briefly went through our contribution to Windrider.

Commissioner Schwarz moved to approve the resolution and Commissioner Willich seconded the motion.

Public Comment was offered by:

- Leslie Feigel questioned funding for the railroad crossing, and wondered about impact fees.
- Nancy Adkins commented on Windrider as a user of it.
- Patricia Grabow express concern about digitizing historic records.
- Jennifer Bushnell asked if the next 3 items are part of this current item

Chair Kahle asked the City Manager about the railroad crossing.

The City Manager called on the Finance Director to answer the questions about the railroad crossing.

The Finance Director stated the City had a special levy that voters had voted on and that money was used to do an engineering study for this project. There was a little leftover after that project which they used to purchase the Star Rd. facility for eventual or future location for the railroad crossing. The levy has sunset and there is no additional funds left in that. She stated that impact fees for water and sewer are housed in the water and sewer funds themselves, so it's not that they don't exist, they are just in a different fund than the impact fee fund. She clarified that yes, rates increases are reflected in the current budget.

Vice-Chair Nootz asked about Green Acres having to pay impact fees and they don't see specific line items that show Green Acres revenue.

The Finance Director stated they did the regional sewer project they created a fund specifically to account for that project, so all the revenue that the Green Acres residents contributed went directly into that fund. She stated it is in the Capital Improvement Fund section of the budget.

The City Manager clarified that as the City works through digitization of records that there are requirements in state law that we cannot dispose of any records without first offering them to the Montana State Library. This is for records of historic nature and operational transactional records are dealt with differently than the ones of historic nature.

Vice-Chair Nootz complimented this year's budget stating it's the best budget she has seen as a Commissioner. She highlighted a few areas she is happy to see which is the Planning Dept. roads, street staff, flashing beacons, urban forest, mobile crisis response team, resiliency around the river, rail crossing commitments, updating the Growth Policy, and focus on City staff.

Chair Kahle highlighted wayfinding and continued commitments to some organizations that the City has been working with. She expressed budgets have gotten better the past couple years and thanked the City Manager and Finance Director.

The item was approved unanimously by the four Commissioners present.

6:48pm Commission Schwarz motioned for a 10 minute break and seconded by Vice-Chair Nootz. Unanimously approved.

(Starts at Video Mark 1:13:53)

B. RESOLUTION 5131: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, OF IT'S INTENT TO ADJUST ALL RATES FOR ALL CUSTOMERS OF THE CITY OF LIVINGSTON WATER SYSTEM. PG.61

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated this item is to contemplate an increase in water rates in 4 tiers. He further stated 71% of users and nearly all residential users fall into the lowest tier which is up to 10,000 gallons of water used in a month, which is approximately 87% of billings fall into that tier. The recommended increase at that level is 5.6% which matches the rate of inflation. It is recommended for the highest tier to receive a 13% increase.

Commissioner Willich asked what method would be used to assist the mobile home parks since they would fall into the higher tier.

The City Manager stated they are reviewing those account so see if they can be evaluated on a per user basis just as they do for single family homes.

Vice-Chair Nootz asked for clarification around the reason for raising rates, such as if the City's intent is to make a profit, and also asked what the impacts are if we don't increase rates.

The City Manager stated the City is not making a profit on the water system and pointed everyone to page 58 of the packet and pointed out for FY 25 we are proposing almost a \$400,00 deficit in the water fund and this is due to capital projects and capital expenditures in the fund. If rates are not increased the system begins to go into a state of decay and break down, and rather than doing small repairs here and there over time to the system we would get to a point where large portions of the system may become inoperable and require full replacement.

Commissioner Schwarz remind that cost of materials has really gone up a lot.

Chair Kahle asked if the community would see rate increases every year.

The City Manager stated yes, he would think these would increase yearly due to inflation and cost of materials.

Commissioner Schwarz moved to approve the resolution and Commissioner Willich seconded the motion.

Public Comment was offered by:

- Leslie Feigel spoke on behalf of businesses stating the rate increases impact businesses negatively.
- Patricia Grabow spoke in favor of tourist tax and feels we are paying for tourists with water rates going up.
- Jennifer Bushnell stated they have staffing struggle in the slow season and doesn't agree with raising rates.
- Arlene discussed statistics about increasing rates.

The City Manager stated each system and its rates are unique to each of the systems and in Livingston we pump a lot of water uphill here and out East and West of town. He stated that increase seem above national average our overall rates are below national average. He clarified that we maintain a fund balance in the Enterprise Finds so that we may maintain a state of good repair and do that capital investment that's required to keep the system operating.

Commissioner Schwarz stated he understands that no one likes paying more for anything, and also understands that we are playing catch up from years past where rates were not increased. He expressed the importance of capital projects and maintaining our systems.

Commissioner Willich expressed he doesn't like paying more in rates, but reflected on the Public Works presentation that was given a few meetings ago that showed our aging infrastructure and stated he understands where the rate increases are coming from.

Vice-Chair Nootz stated it is a smarter decision to maintain what we have rather than to completely replace it. She stated further that taking care of our water infrastructure and quality is never based on politics it is based on what good for the residents that live here. She clarified that they don't have the power to tax tourists, it is not within their jurisdiction and if people want to tax tourist in Livingston they need to talk to the State representatives. She also reminded we are the only entity that lowered taxes when the state and county both raised taxes. She asked the City Manager how this budget compares to the last one where we lowered taxes.

The City Manager stated that with this budget they know our mill rate went down which is somewhat a function of taxable value.

Chair Kahle touched on the topic of the State increasing taxes stating that money goes into the State general fund and we don't see that money, but we still have to maintain our infrastructure in the City. She reminded that we do have to keep a surplus fund in case something happens so we are prepared to fix and repair the infrastructure that we do have.

Vice-Chair asked for feedback from the community on if they were to lower rates what areas of town would need left off the list for repairs if something were to happen to them. She offered the community to let the Commission their feedback on this topic.

Commissioner Willich asked if there was a way to postpone rate increases until they have a full year's data for tiered water rates.

The City Manager stated that when tiered rates went into effect late last year it was also a wet year so they funds that came in were less than expected. He feels that postponing increases until we see a year's worth of data will not give them much insight as it can't only be based on numbers, but the impacts of weather would need to be taken into account, so in reality he feels they would need to see 3 to 5 years of data to see how the tiered water rates or impacting the community.

The item was approved unanimously by the four Commissioners present.

C. RESOLUTION 5132: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, OF ITS INTENT TO ADJUST ALL RATES FOR ALL CUSTOMERS OF THE CITY OF LIVINGSTON WASTEWATER SYSTEM. PG.68

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated item is to contemplate an increased rate for wastewater. The staff recommendation is to increase wastewater by 8 % for all sewer rates. This increase is done for a couple reasons one being we have debt service covenants that require a certain coverage ratio on our bonds and the 8% will help ensure they achieve that coverage ratio. He reminded that last year they did not execute the Capital Improvement Plan project in the downtown and part of the reason

why is because the sewer fund did not that the resources to fund its component of the work. The team is hoping to move forward with the Main to Second alley CIP project.

Commission Willich asked if 8% was the lowest amount we could increase

The City Manager stated yes.

Vice-Chair Nootz moved to approve the resolution and Commissioner Schwarz seconded the motion.

Public Comment was offered by:

- Leslie Feigel expressed disagreement with the 8% increase.
- Nancy Adkins expressed that she feels we haven't proactive on sewer repairs.
- Patricia Grabow questioned cost of annexation in Green Acres.

Vice-Chair Nootz asked for clarification on why 8%.

The City Manager stated the 8% is to fund 2 things the first being we had a large capital project we were unable to award a bid, we held a procurement process, and it was to do work in a several block section around Main and Second. We were unable to the contract because we did not have the funding for the bids that came in. The 3 components of that bid included Street, Water and Sewer. The Street and Water funds could fund their share of the work the Sewer fund could not. Secondly the 8% is due to inflation. The sewer fund is also expected to run a deficit this year.

Vice-Chair Nootz asked about the \$1.5 million in the ending balance of the sewer enterprise fund.

The City Manager stated that the \$1.5 million in the ending fund balance in the sewer fund is our balance in the checking account at the end of the year after all revenue is taken in and spend all the money on our bills that \$1.5 million is what is left. That money needs to be available for unforeseen repairs and the bank also requires us to keep a certain amount of money in the bank to give them the assurance that we will pay our debt service in the coming years.

Commissioner Schwarz reflected on the Main & Second sewer work that we were not able secure on a bid on due to funds. He again expressed that he doesn't like rates going up, but really understand why it has to go up.

Commissioner Willich again stated he doesn't enjoy seeing rates go up, but understand why we have to increase sewer rates.

Vice-Chair Nootz stated that proactive planning is an economic benefit to taxpayers. 2 examples being annexation and storm water utility. She stated she doesn't love the cost of inflation, but feels it's important to maintain infrastructure.

Chair Kahle recalls the business owners in that area they were supposed to have the capital improvement project were very disappointed when it didn't happen. She feels it's important to keep investing in our infrastructure.

The item was approved unanimously by the four Commissioners present.

D. RESOLUTION 5133: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, OF ITS INTENT TO INCREASE THE RATE FOR COLLECTION AND DISPOSAL OF SOLID WASTE IN THE AMOUNT OF 5% PER MONTH FOR RESIDENTIAL CUSTOMER AND 5% FOR COMMERCIAL CUSTOMERS TO BECOME EFFECTIVE JULY 2024 AND CALLING FOR A PUBLIC HEARING. PG.75

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated this item is related to solid waste rates and recommended to increase solid waste rates by 5%. This falls in line with rate of inflation, and this is the first increase in the past 2 fiscal years.

Vice-Chair Nootz moved to approve the resolution and Commissioner Schwarz seconded the motion.

Public Comment was offered by:

- Nancy Adkins expressed disagreement with this increase.
- Leslie Fiegel asked about average cost for businesses with the increase, and asked what the cost would be for all 3 increases for residential and businesses.
- Arlene expressed doesn't like the idea of filling up a landfill.

The City Manager stated we don't have curbside recycling we do have drop off recycling at the transfer station that is available to the community 24/7. He stated the average increase per month for residential users will be \$3.75 a month and the business averages can be found on pg. 79 in the packet.

Vice-Chair Nootz remembered a few years ago they had discussed different size cans for residents and it wasn't doable at the time due to cost and type of equipment needed to collect those various size cans. She stated she supports the 5% increase because she knows we need the equipment.

Commissioner Schwarz expressed he likes the idea of us having control over our garbage pickup opposed to a private vendor.

Commissioner Willich expressed that he wished we still had the incinerator, and likes the idea of keeping garbage collection in house and not using outside vendors.

Chair Kahle reminded the community of the green waste cans that can be used for yard waste.

The item was approved unanimously by the four Commissioners present.

8:33pm Vice Chair Nootz motioned to extend the meeting and seconded by Commissioner Willich. Unanimously approved.

8:33pm Vice-Chair Nootz motioned for a 10 minutes break seconded by Commission Willich. Unanimously approved.

(Starts at Video Mark 2:46:58)

E. POLICY DISCUSSION AND DIRECTION REGARDING SIDEWALK USES.

PG.83

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated this is an opportunity to give him and staff some direction on businesses using the public right of way to conduct business. This is mostly in reference to dining on the sidewalks and he would really like some direction and a pathway to compliance for some of these businesses as it would help the businesses overall. He stated the second part of this he is looking for direction on is whether it would be allowed for these folks dining the sidewalk to be allowed to drink alcohol out there as well. He further stated we have learned the Alcoholic Beverage Control Division that to do this the businesses need to extend their premise to be in compliance with the State.

Vice-Chair Nootz referenced a newspaper article that talks about this subject and that she recognizes this topic has layers of power and government and has asked the City Manager to describe who has authority over which parts of this topic.

The City Manager stated the power to allow folks to vend alcohol does not sit at the local level it is regulated by the State and that is why ABCD members are here from Helena tonight. The State retains the power to allow or not allow someone to serve. At the local level we have control over the public spaces and public right of way, and that is why this is coming before the Commission as service outside of the premise because a premise would need to be extended into the public right of way. Within the City the City Commissioner is vested with power to set policy, and the City Manager would carry out administrative affairs of the City and he has those powers vested I him by MCA or by the City Commission.

Vice-Chair Nootz clarified that the City Manager does not give establishment's power serve alcohol or not serve alcohol and neither does the City Commission.

Commissioner Willich referenced an ordinance from 2021 that indicated no rules around drinking on the sidewalk.

The City Manager stated that the ordinance from 2021 was passed related to marijuana. The open container was pre-existing to that. He asked Police Chief Hard who has worked in the City for 17 if there was ever a time open container has been allowed.

Police Chief Hard stated as long as he has worked here there has been no allowance in City Code for open container, but the enforcement has been lax at times.

Commissioner Willich asked if the City would then be looking at this as a lease of the sidewalk space for businesses wishing to utilize it.

The City Manager stated they could go that route and stated many other places have an application fee or a permit fee, but don't charge an ongoing rental of the sidewalk.

Commissioner Schwarz thinks this is a good idea and likes the examples given in the packet. He likes the idea of exploring this seeing how to make it work.

Chair Kahle questioned that we are going down this road because the State has made us aware that we have missed something and may be doing this incorrectly.

The City Manager stated yes, partially that is why this is being brought up and also businesses have new owner's downtown and they are inquiring about what they can do, or not do, or they want to be able to do what their neighbor is doing.

Chair Kahle asked if this moved to an administrative process who would be the issuer of the permits.

The City Manager stated that section 26-35 of LMC does provide the Police Chief the ability to issue these permits which does make sense in this situation because the Police Chief is our local agent who signs off on a lot of other alcohol related requests and permits. The Police Chief would be supported by the Planning Director and the Public Works Dept., but overall most of the approval work is actually handled at the State level. They are the ones that would approve the site plan and we would be that secondary administrative approval. The State would need to see the approval from the City that we would allow that behavior on the sidewalk, but ultimately the approval rests with the State.

Chair Kahle asked about fees.

The City Manager stated his recommendation would be to leave it as a permit application fee.

Commissioner Willich asked if this is specifically for sidewalks and not parking or boulevards.

The City Manager stated the way this is written is not just limited to sidewalks, its full public right of way such as streets, alleys or sidewalks.

Public Comment was offered by:

- Leslie Feigel expressed that wrist bands will be used at the parade this year for alcohol vendors, and she has spoken with businesses who would like to vend alcohol outdoors.
- Jack Luther expressed concerns about businesses encroaching on the walking areas downtown.

Chair Kahle clarified that this item is just for sidewalk use and some of the questions asked during public comment may be best addressed on the next item.

The City Manager reminded that there are State experts in the room tonight and offered that large event hosts would benefit from having a conversation with them, but yes, the topic right now is sidewalks and public right of ways.

Vice-Chair Nootz asked for clarification on what the public right of way is.

The City Manager stated it is the public area outside of what is privately owned including streets, sidewalks, alley, and boulevards.

Commissioner Willich expressed he would like to see the different public right of ways split out for clarity and use of permits. He likes the idea of use of sidewalks, but doesn't want to mix cars and people by using up parking to accommodate outside dining.

Commissioner Schwarz he doesn't mind keeping it contained and having folks go through the permit process.

Vice-Chair Nootz expressed liking the idea of this being administrative and likes the idea of the power being with City staff who can respond quickly to this instead of having to wait for Commission meetings for votes to be in effect. She likes the idea of businesses to be able to use the right of way.

Chair Kahle stated she would like to leave it open to all right of ways. She knows the Downtown Master Plan is coming and is interested to see what that will bring forward. She knows dining on the sidewalk has been going on for a long time and would like to see it continue. She would like to make it compliant for them to be out there.

Vice-Chair Nootz asked to have included fencing and parklet options.

The City Manager stated from the City standpoint that all sounds reasonable and reminded for any alcohol establishment the approval really comes from the State.

F. ORDINANCE 3053: AN ORDINANCE OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 10 OF THE LIVINGSTON MUNICIPAL CODE, ENTITLED MISCELLANEOUS OFFENSES, TO MODIFY SECTIONS 10-7 AND 10-8 TO ENABLE THE CONSUMPTION OF ALCOHOL IN CERTAIN PERMITTED AREAS. PG.97

Chair Kahle called on the City Manager to introduce the item.

The City Manager stated this item is a follow up the last item and it sounded like there was general approval to allow the service and possession of open container of alcohol in certain areas of the public right of way. This ordinance has added language allowing the City to designate and area adjacent to existing businesses within the public right of way where alcohol will be permitted.

Vice-Chair Nootz asked about what they should know from the folks at the State and what they should be thinking about and know about.

The City Manager clarified that the language used of area adjacent to the existing business because the State will need to approve that as an extension of the existing business.

Vice-Chair Nootz clarified this ordinance is specific to brick and mortar businesses extending the premise and not being changed for special event permits.

The City Manager stated that is correct, he hadn't intended on discussing special event, this ordinance is being updated to accommodate the brick and mortar businesses. He introduced Dacia English from the Alcoholic Beverage Control Division for the State of Montana to answer questions about what they are looking for in their permit approval to extend premise.

Dacia English stated what is allowed by the state for an alcoholic beverage license is they can sell and serve on their licensed premises, which is what they have sent into the state as location for their sales and service of consumption. It can include an outdoor area. The interior and exterior area have to meet the states suitability code. There is an MCA 16 code and also administrative rules depending on the license type. If it's an approved floor plan they are able to sell and serve in those designated areas. If they want to change the areas in which they can sell and serve they can submit an alteration form and alter their premise to add the outdoor area and it will have to meet the suitability requirements.

Vice-Chair Nootz asked about the suitability code and how long the license lasts.

Dacia English stated it lasts a year from July 1 to June 30th.

Commissioner Willich asked for clarification on a perimeter barrier.

Dacia English stated it can be roped or fenced, its purpose is to stop people from entering right off the street, and to show where the alcohol barrier is.

Chair Kahle clarified that even if the City doesn't require a barrier that the State would require a barrier for alcohol based businesses.

Vice-Chair Nootz asked if the various types of barriers were allowed by the State.

Dacia English stated yes.

Chair Kahle asked if the State has requirements on serving outside vs. going in and getting food and alcohol inside and bringing it outside.

Dacia English stated yes, different license types allow different things such as the restaurant beer and wine licenses are more restricted where they require table service.

Commissioner Schwarz moved to approve the ordinance and Vice-Chair Nootz seconded the motion

Public Comment was offered by:

- Leslie Feigel asked if this was coming back to the Commission for edits because the 2 block portion doesn't have an exception for events.
- Jennifer Bushnell like the idea of having seating outside and hopes businesses follow the rules and don't sell outside if not permitted.

Chair Kahle asked about Ordinance 3053 and what is being considered for amending is section 1C then section 10-8 C and everything else will remain the same.

The City Manager stated that is correct that only the underlined language is new.

The item was approved unanimously by the four commissioners present.

8. City Manager Comment

The City Manager thanked the Commissioners for their work this evening. He reminded that the Silver Jackets will be here on the levy for the next 10 days. He also gave a shout out to the Fire Dept. for their rescue of 8 boaters on the river without life vests on a tree in the middle of the Yellowstone.

9. City Commission Comments

Commissioner Willich – no comment

Commissioner Schwarz – no comment

Vice-Chair Nootz commented on large equipment downtown and is concerned it has been in the same place for a long time and it's negatively impact downtown businesses. She asked about new parking signs in town.

The City Manager stated they have added some clarification signs below the 2 hr. parking limitation they have added a clarifier that vehicles must move to a new block after 2 hrs.

Vice-Chair Nootz asked about Farmers Market and idea she heard from a staff member at the holiday party about bringing a garbage truck to the Farmers Market for a demo to show how much space they take up.

Chair Kahle reminded everyone that first Farmers Market is tomorrow. She thanked the City Manager and Commission for stepping in while she had to be out of town.

10. Adjournment

9:58pm Commissioner Schwarz motioned to adjourn the meeting seconded by Commissioner Willich. Unanimously approved.

Calendar of Events

Supplemental Material

Notice

- **Public Comment:** The public can speak about an item on the agenda during discussion of that item by coming up to the table or podium, signing-in, and then waiting to be recognized by the Chairman. Individuals are reminded that public comments should be limited to items over which the City Commission has supervision, control, jurisdiction, or advisory power (MCA 2-3-202).
- **Meeting Recording:** An audio and/or video recording of the meeting, or any portion thereof, may be purchased by contacting the City Administration. The City does not warrant the audio and/or video recording as to content, quality, or clarity.
- **Special Accommodation:** If you need special accommodations to attend or participate in our meeting, please contact the Fire Department at least 24 hours in advance of the specific meeting you are planning on attending.

File Attachments for Item:

B. APPROVAL OF CLAIMS PAID 5/30/24 - 6/12/24

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2M COMPANY, INC.							
781	2M COMPANY, INC.	208017855-00	POP UP ROTOR	05/22/2024	3,491.99	3,491.99	06/11/2024
Total 2M COMPANY, INC.:					3,491.99	3,491.99	
AAA CLEANING, LLC							
3727	AAA CLEANING, LLC	2024.5.31	cleaning	05/31/2024	2,000.00	2,000.00	06/11/2024
3727	AAA CLEANING, LLC	2024.5.31	Bennett St cleaning	05/31/2024	156.25	156.25	06/11/2024
3727	AAA CLEANING, LLC	2024.5.31	Bennett St cleaning	05/31/2024	156.25	156.25	06/11/2024
3727	AAA CLEANING, LLC	2024.5.31	Bennett St cleaning	05/31/2024	156.25	156.25	06/11/2024
3727	AAA CLEANING, LLC	2024.5.31	Bennett St cleaning	05/31/2024	156.25	156.25	06/11/2024
Total AAA CLEANING, LLC:					2,625.00	2,625.00	
ALPINE ELECTRONICS RADIO SHACK							
402	ALPINE ELECTRONICS RADIO	10304716	TONER	05/29/2024	534.99	534.99	06/11/2024
Total ALPINE ELECTRONICS RADIO SHACK:					534.99	534.99	
ALSCO							
10005	ALSCO	LBIL1943724	towel, rug service	05/01/2024	27.31	27.31	05/30/2024
10005	ALSCO	LBIL1947151	TOWEL, RUG SERVICE	05/15/2024	26.70	26.70	05/30/2024
10005	ALSCO	LBIL1947740	330 BENNETT	05/17/2024	15.90	15.90	06/11/2024
10005	ALSCO	LBIL1947740	330 BENNETT	05/17/2024	15.90	15.90	06/11/2024
10005	ALSCO	LBIL1947740	330 BENNETT	05/17/2024	15.91	15.91	06/11/2024
10005	ALSCO	LBIL1947740	330 BENNETT	05/17/2024	15.91	15.91	06/11/2024
10005	ALSCO	LBIL1951133	330 BENNETT	05/31/2024	15.90	15.90	06/11/2024
10005	ALSCO	LBIL1951133	330 BENNETT	05/31/2024	15.90	15.90	06/11/2024
10005	ALSCO	LBIL1951133	330 BENNETT	05/31/2024	15.91	15.91	06/11/2024
10005	ALSCO	LBIL1951133	330 BENNETT	05/31/2024	15.91	15.91	06/11/2024
Total ALSCO:					181.25	181.25	
ANDREW MITCHELL							
10006	ANDREW MITCHELL	2024.5.19	TRAINING SERVICE	05/19/2024	220.00	220.00	06/11/2024
Total ANDREW MITCHELL:					220.00	220.00	
BETTER DAYS CLEANING							
10004	BETTER DAYS CLEANING	1316	CLEANING	06/01/2024	875.00	875.00	06/11/2024
Total BETTER DAYS CLEANING:					875.00	875.00	
BOUND TREE MEDICAL, LLC							
2662	BOUND TREE MEDICAL, LLC	85360931	Pt Supplies	05/28/2024	641.93	641.93	06/11/2024
Total BOUND TREE MEDICAL, LLC:					641.93	641.93	
BRUCE E. BECKER, P.C.							
10000	BRUCE E. BECKER, P.C.	2024.5.31	Contracted service	05/31/2024	4,000.00	4,000.00	06/11/2024
Total BRUCE E. BECKER, P.C.:					4,000.00	4,000.00	
BUFFALO RESTORATION INC							
10005	BUFFALO RESTORATION INC	38343	repairs-field house	03/31/2024	2,495.27	2,495.27	05/30/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total BUFFALO RESTORATION INC:					2,495.27	2,495.27	
CANON FINANCIAL SERVICES, INC							
1747	CANON FINANCIAL SERVICES, I	32593460	Printer	05/12/2024	29.31	29.31	06/11/2024
1747	CANON FINANCIAL SERVICES, I	32593461	Printer	05/12/2024	29.75	29.75	06/11/2024
Total CANON FINANCIAL SERVICES, INC:					59.06	59.06	
CARQUEST AUTO PARTS							
23	CARQUEST AUTO PARTS	1912-611497	ANTIFREEZE	05/08/2024	74.07	74.07	06/11/2024
23	CARQUEST AUTO PARTS	1912-611555	TOGGLE	05/08/2024	6.79	6.79	06/11/2024
23	CARQUEST AUTO PARTS	1912-611614	Def Fluid	05/09/2024	182.40	182.40	06/11/2024
23	CARQUEST AUTO PARTS	1912-611615	BRAKE CLEAN	05/09/2024	89.70	89.70	06/11/2024
23	CARQUEST AUTO PARTS	1912-611737	FUEL INJECTOR CLEANER	05/10/2024	6.24	6.24	06/11/2024
23	CARQUEST AUTO PARTS	1912-611896	INTERCHANGE	05/13/2024	90.95	90.95	06/11/2024
23	CARQUEST AUTO PARTS	1912-612013	SOLDER	05/14/2024	25.44	25.44	06/11/2024
23	CARQUEST AUTO PARTS	1912-612514	BRAKE FLUID	05/20/2024	153.53	153.53	06/11/2024
23	CARQUEST AUTO PARTS	1912-612540	CALIPER	05/20/2024	76.50-	76.50-	06/11/2024
23	CARQUEST AUTO PARTS	1912-613300	VWS GR5	05/26/2024	28.80	28.80	06/11/2024
Total CARQUEST AUTO PARTS:					581.42	581.42	
CASELLE							
3763	CASELLE	133631	APPLICATION SOFTWARE	06/01/2024	3,009.00	3,009.00	06/11/2024
3763	CASELLE	133631	APPLICATION SOFTWARE	06/01/2024	99.00	99.00	06/11/2024
3763	CASELLE	133631	APPLICATION SOFTWARE	06/01/2024	99.00	99.00	06/11/2024
3763	CASELLE	133631	APPLICATION SOFTWARE	06/01/2024	191.00	191.00	06/11/2024
3763	CASELLE	133631	APPLICATION SOFTWARE	06/01/2024	191.00	191.00	06/11/2024
3763	CASELLE	133631	APPLICATION SOFTWARE	06/01/2024	291.00	291.00	06/11/2024
Total CASELLE:					3,880.00	3,880.00	
CHARTER COMMUNICATIONS							
3440	CHARTER COMMUNICATIONS	172677901050	ELEVATOR PHOBE	05/07/2024	49.99	49.99	05/30/2024
Total CHARTER COMMUNICATIONS:					49.99	49.99	
CITY OF LIVINGSTON							
3364	CITY OF LIVINGSTON	2024_06	Pool Petty Cash	06/05/2024	200.00	200.00	06/05/2024
Total CITY OF LIVINGSTON:					200.00	200.00	
COMDATA							
2671	COMDATA	20408400	CG72S	06/01/2024	1,819.03	1,819.03	06/11/2024
2671	COMDATA	IB986/2040837	BZR70	06/01/2024	149.13	149.13	06/11/2024
2671	COMDATA	XW716/204084	CG72P	06/01/2024	271.82	271.82	06/11/2024
2671	COMDATA	XW716/204084	CG72R	06/01/2024	121.73	121.73	06/11/2024
2671	COMDATA	XW716/204084	CG73C	06/01/2024	1,041.99	1,041.99	06/11/2024
2671	COMDATA	XW716/204084	CG73H	06/01/2024	140.13	140.13	06/11/2024
2671	COMDATA	XW716/204084	CG73L	06/01/2024	339.17	339.17	06/11/2024
2671	COMDATA	XW716/204084	CG73S	06/01/2024	836.69	836.69	06/11/2024
2671	COMDATA	XW716/204084	CG73S	06/01/2024	105.00	105.00	06/11/2024
2671	COMDATA	XW716/204084	CG74G	06/01/2024	450.19	450.19	06/11/2024
Total COMDATA:					5,274.88	5,274.88	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
CRESCENDO PLANNING & DESIGN LLC							
10005	CRESCENDO PLANNING & DES	23002A-GATE	COMMUNITY WORKSHOP	05/24/2024	1,600.00	1,600.00	06/11/2024
Total CRESCENDO PLANNING & DESIGN LLC:					1,600.00	1,600.00	
D&R COFFEE SERVICE INC							
10002	D&R COFFEE SERVICE INC	179400	RENTAL FEE	05/30/2024	50.00	50.00	06/11/2024
10002	D&R COFFEE SERVICE INC	179436	COFFEE	06/03/2024	164.25	164.25	06/11/2024
Total D&R COFFEE SERVICE INC:					214.25	214.25	
DANA SAFETY SUPPLY, INC.							
3234	DANA SAFETY SUPPLY, INC.	911040	VEHICLE REPAIR	05/23/2024	475.00	475.00	06/11/2024
Total DANA SAFETY SUPPLY, INC.:					475.00	475.00	
DELL MARKETING L.P.							
745	DELL MARKETING L.P.	10746640030	OPTIPLEX-GLASS	05/03/2024	1,162.30	1,162.30	06/11/2024
745	DELL MARKETING L.P.	10750448774	COMPUTER-ZANG	05/23/2024	1,162.30	1,162.30	05/30/2024
745	DELL MARKETING L.P.	10750621120	COMPUTER-CHABALOWSKI	05/24/2024	581.15	581.15	05/30/2024
745	DELL MARKETING L.P.	10750621120	COMPUER-CHABALOWSKI	05/24/2024	581.15	581.15	05/30/2024
Total DELL MARKETING L.P.:					3,486.90	3,486.90	
DEMCO INC							
199	DEMCO INC	7480011	Book Processing Supplies	05/06/2024	166.57	166.57	05/30/2024
Total DEMCO INC:					166.57	166.57	
ENCODE CORPORATION							
1548	ENCODE CORPORATION	45120	QUARTERLY HAVAC MAINT	05/01/2024	1,988.00	1,988.00	05/30/2024
1548	ENCODE CORPORATION	45123	MAINT OUTSIDE CONTRACT	05/02/2024	619.78	619.78	05/30/2024
Total ENCODE CORPORATION:					2,607.78	2,607.78	
ENVIRONMENTAL RESOURCE ASSOCIATES							
10006	ENVIRONMENTAL RESOURCE	076088	SIMPLE NUTRIENTS	05/20/2024	1,391.80	1,391.80	06/11/2024
Total ENVIRONMENTAL RESOURCE ASSOCIATES:					1,391.80	1,391.80	
EXEC U CARE SERVICES, INC.							
3298	EXEC U CARE SERVICES, INC.	2024.5.29	FLOOR SCRUBBER	05/29/2024	2,000.00	2,000.00	06/11/2024
3298	EXEC U CARE SERVICES, INC.	3778	Janitorial Services	05/29/2024	2,573.36	2,573.36	05/30/2024
3298	EXEC U CARE SERVICES, INC.	3796	Janitorial Services	05/30/2024	2,564.69	2,564.69	06/11/2024
Total EXEC U CARE SERVICES, INC.:					7,138.05	7,138.05	
FARSTAD OIL							
3353	FARSTAD OIL	104310	Diesel 440G	04/19/2024	1,429.12	1,429.12	06/11/2024
3353	FARSTAD OIL	117216	Diesel 675G	05/29/2024	2,117.48	2,117.48	06/11/2024
3353	FARSTAD OIL	117278	Diesel 607G	06/06/2024	1,801.58	1,801.58	06/11/2024
Total FARSTAD OIL:					5,348.18	5,348.18	
FRONTLINE AG SOLUTIONS, LLC							
2516	FRONTLINE AG SOLUTIONS, LL	1127623	CHUTE	05/10/2024	276.26	276.26	06/11/2024
2516	FRONTLINE AG SOLUTIONS, LL	1131371	COVER	05/23/2024	76.87-	76.87-	06/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total FRONTLINE AG SOLUTIONS, LLC:					199.39	199.39	
GARY'S BACKHOE & PUMP SERVICE INC							
10006	GARY'S BACKHOE & PUMP SER	8020	PUMP	05/21/2024	3,258.09	3,258.09	06/11/2024
Total GARY'S BACKHOE & PUMP SERVICE INC:					3,258.09	3,258.09	
GENERAL DISTRIBUTING COMPANY							
1845	GENERAL DISTRIBUTING COM	0001381045	Acetylene	05/31/2024	36.83	36.83	06/11/2024
Total GENERAL DISTRIBUTING COMPANY:					36.83	36.83	
HAWKINS, INC							
470	HAWKINS, INC	6757622	Chlorine	05/15/2024	100.00	100.00	05/30/2024
Total HAWKINS, INC:					100.00	100.00	
HORIZON AUTO PARTS							
1920	HORIZON AUTO PARTS	000017	TIE DOWN	05/16/2024	20.99	20.99	05/30/2024
1920	HORIZON AUTO PARTS	000748	BATTERY	05/25/2024	150.37	150.37	06/11/2024
Total HORIZON AUTO PARTS:					171.36	171.36	
JON M HESSE PC							
10005	JON M HESSE PC	45884	PROFESSIONAL SERVICES	05/30/2024	3,331.16	3,331.16	05/30/2024
Total JON M HESSE PC:					3,331.16	3,331.16	
KELLEY CREATE							
10006	KELLEY CREATE	36680787	AGREEMENT 112-1689019-000	05/31/2024	408.99	408.99	06/11/2024
10006	KELLEY CREATE	IN1654232	JH16535	06/04/2024	89.08	89.08	06/11/2024
Total KELLEY CREATE:					498.07	498.07	
KEN'S EQUIPMENT REPAIR, INC							
1390	KEN'S EQUIPMENT REPAIR, IN	62720	RADIATOR ASSEMBLY	05/08/2024	5,462.70	5,462.70	06/11/2024
1390	KEN'S EQUIPMENT REPAIR, IN	62734	HYDRAULIC LEAK	05/06/2024	377.85	377.85	06/11/2024
1390	KEN'S EQUIPMENT REPAIR, IN	62751	HOSE	05/08/2024	80.70	80.70	06/11/2024
1390	KEN'S EQUIPMENT REPAIR, IN	62758	FILTER	05/09/2024	24.75	24.75	06/11/2024
1390	KEN'S EQUIPMENT REPAIR, IN	62759	VALVE KIT	05/10/2024	690.95	690.95	06/11/2024
Total KEN'S EQUIPMENT REPAIR, INC:					6,636.95	6,636.95	
KENYON NOBLE							
776	KENYON NOBLE	3590	CRDIT PALLET RETURN	05/01/2024	35.99-	35.99-	06/11/2024
776	KENYON NOBLE	42904	GLOVES	04/26/2024	16.97	16.97	06/11/2024
776	KENYON NOBLE	42956	SPRUCE PINE	04/26/2024	9.97	9.97	06/11/2024
776	KENYON NOBLE	49725	BATTERY	04/30/2024	41.97	41.97	06/11/2024
776	KENYON NOBLE	52768	PREMIX CONCRETE	05/02/2024	31.74	31.74	06/11/2024
776	KENYON NOBLE	59074	SCREW RIVETS	05/06/2024	43.80	43.80	06/11/2024
776	KENYON NOBLE	64156	ACCESS PANEL	05/08/2024	65.87	65.87	06/11/2024
776	KENYON NOBLE	79308	LIQUID TAPE	05/16/2024	12.49	12.49	06/11/2024
776	KENYON NOBLE	84956	ELBOWS	05/20/2024	28.85	28.85	06/11/2024
776	KENYON NOBLE	86919	PLUG FUSE	05/21/2024	3.75	3.75	06/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total KENYON NOBLE:					219.42	219.42	
KNIFE RIVER							
8	KNIFE RIVER	909890	Cold Mix	05/21/2024	1,414.55	1,414.55	06/11/2024
8	KNIFE RIVER	910419	Cold Mix	05/30/2024	2,675.20	2,675.20	06/11/2024
Total KNIFE RIVER:					4,089.75	4,089.75	
LEHRKIND'S COCA-COLA							
2830	LEHRKIND'S COCA-COLA	2024.5.25	Water-PD	05/25/2024	95.71	95.71	06/11/2024
2830	LEHRKIND'S COCA-COLA	2138651	Water	04/16/2024	13.50	13.50	06/11/2024
2830	LEHRKIND'S COCA-COLA	2138661	Water	04/17/2024	64.00	64.00	06/11/2024
2830	LEHRKIND'S COCA-COLA	2141895	Water	05/01/2024	38.00	38.00	06/11/2024
2830	LEHRKIND'S COCA-COLA	2145119	Water	05/14/2024	13.50	13.50	06/11/2024
Total LEHRKIND'S COCA-COLA:					224.71	224.71	
LIVINGSTON ACE HARDWARE - #122005							
26	LIVINGSTON ACE HARDWARE -	E25873	TARP	05/02/2024	12.99	12.99	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E26300	SPRAYPAINT	05/03/2024	57.54	57.54	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E28254	GLOVES	05/06/2024	28.98	28.98	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E29155	CONDUIT	05/08/2024	467.50	467.50	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E29324	SHARPENING FILE	05/08/2024	54.53	54.53	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E29669	SUPPLIES	05/09/2024	91.95	91.95	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E30156	UTIL KNIFE	05/10/2024	15.58	15.58	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E32311	CEMENT	05/13/2024	17.99	17.99	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E32545	Fastners	05/13/2024	3.58	3.58	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E34369	ROPE	05/16/2024	29.98	29.98	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E34763	FUSE	05/16/2024	27.98	27.98	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E35112	FLUSHLEVER	05/17/2024	207.98	207.98	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E37716	RUBBER Mallet	05/21/2024	14.99	14.99	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E38047	FLUSHLEVER	05/21/2024	5.00	5.00	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E38389	HOSE MENDER	05/22/2024	36.03	36.03	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E38395	conduit	05/22/2024	46.96	46.96	06/11/2024
26	LIVINGSTON ACE HARDWARE -	E38743	RAIN X	05/22/2024	17.98	17.98	06/11/2024
26	LIVINGSTON ACE HARDWARE -	X13060	SPARYPAINT	04/29/2024	31.96	31.96	06/11/2024
26	LIVINGSTON ACE HARDWARE -	X13416	HOSE CLAMP	05/03/2024	5.98	5.98	06/11/2024
26	LIVINGSTON ACE HARDWARE -	X13873	SUPPLIES	05/09/2024	64.94	64.94	06/11/2024
26	LIVINGSTON ACE HARDWARE -	X14338	INSUL CLAMPS	05/13/2024	8.97	8.97	06/11/2024
Total LIVINGSTON ACE HARDWARE - #122005:					1,249.39	1,249.39	
LIVINGSTON HEALTH CARE							
55	LIVINGSTON HEALTH CARE	200317552	770488050	06/01/2024	45.00	45.00	06/11/2024
55	LIVINGSTON HEALTH CARE	200317553	770489269	06/01/2024	45.00	45.00	06/11/2024
Total LIVINGSTON HEALTH CARE:					90.00	90.00	
LIVINGSTON UTILITY BILLING							
147	LIVINGSTON UTILITY BILLING	2024.4.30	1012100 228 W CALLENDER	04/30/2024	183.88	183.88	05/30/2024
Total LIVINGSTON UTILITY BILLING:					183.88	183.88	
MASTERCARD							
3184	MASTERCARD	2024_03 CHAB	Accountability Tags	04/01/2024	20.65	20.65	04/11/2024
3184	MASTERCARD	2024_03 CHAB	NFPA	04/01/2024	322.96	322.96	04/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3184	MASTERCARD	2024_03 CHAB	NFPA	04/01/2024	150.77	150.77	04/11/2024
3184	MASTERCARD	2024_03 FETT	NOTEBOOKS	04/01/2024	36.58	36.58	04/11/2024
3184	MASTERCARD	2024_03 FETT	DISHWASHER DETERGENT	04/01/2024	44.98	44.98	04/11/2024
3184	MASTERCARD	2024_03 FETT	WWTP DISCHARGE PERMIT	04/01/2024	1,200.00	1,200.00	04/11/2024
3184	MASTERCARD	2024_03 FETT	UPS BATTERY	04/01/2024	69.99	69.99	04/11/2024
3184	MASTERCARD	2024_03 FETT	WHITE-OUT	04/01/2024	25.47	25.47	04/11/2024
3184	MASTERCARD	2024_03 FETT	CLIP BOARDS	04/01/2024	15.99	15.99	04/11/2024
3184	MASTERCARD	2024_03 FETT	WATER FILTER	04/01/2024	41.99	41.99	04/11/2024
3184	MASTERCARD	2024_03 FETT	FILE FOLDERS	04/01/2024	43.62	43.62	04/11/2024
3184	MASTERCARD	2024_03 FETT	SUPPLIES	04/01/2024	136.49	136.49	04/11/2024
3184	MASTERCARD	2024_03 FETT	SUPPLIES	04/01/2024	136.48	136.48	04/11/2024
3184	MASTERCARD	2024_03 FETT	CLASSIFICATION FOLDERS	04/01/2024	18.92	18.92	04/11/2024
3184	MASTERCARD	2024_03 FETT	PENS	04/01/2024	39.99	39.99	04/11/2024
3184	MASTERCARD	2024_03 FETT	CLASSIFICATION FOLDERS	04/01/2024	142.00	142.00	04/11/2024
3184	MASTERCARD	2024_03 FETT	COFFEE	04/01/2024	48.99	48.99	04/11/2024
3184	MASTERCARD	2024_03 FETT	COFFEE	04/01/2024	48.99	48.99	04/11/2024
3184	MASTERCARD	2024_03 GAG	Zoom Subscription for City	04/01/2024	205.90	205.90	04/11/2024
3184	MASTERCARD	2024_03 GAG	Monthly Subscription	04/01/2024	20.00	20.00	04/11/2024
3184	MASTERCARD	2024_03 GAG	Monthly Subscription	04/01/2024	60.00	60.00	04/11/2024
3184	MASTERCARD	2024_03 GAG	Hotel in Sidney MT for Executive	04/01/2024	214.68	214.68	04/11/2024
3184	MASTERCARD	2024_03 GILB	Training - Hazmat	04/01/2024	109.99	109.99	04/11/2024
3184	MASTERCARD	2024_03 GILB	Hazmat Trailer	04/01/2024	229.99	229.99	04/11/2024
3184	MASTERCARD	2024_03 GILB	Refund from Exchange	04/01/2024	15.00-	15.00-	04/11/2024
3184	MASTERCARD	2024_03 GILB	Lodging Boise Training	04/01/2024	200.00	200.00	04/11/2024
3184	MASTERCARD	2024_03 GLAS	Transaction Fee	04/01/2024	.31	.31	04/11/2024
3184	MASTERCARD	2024_03 GLAS	Fax	04/01/2024	34.99	34.99	04/11/2024
3184	MASTERCARD	2024_03 GRA	4 picture frames	04/01/2024	135.16	135.16	04/11/2024
3184	MASTERCARD	2024_03 GRA	cord ext with/lt 13/3x50ft	04/01/2024	44.99	44.99	04/11/2024
3184	MASTERCARD	2024_03 GRA	postage to 98027	04/01/2024	4.87	4.87	04/11/2024
3184	MASTERCARD	2024_03 GRA	postage to 57117; 35899; 89505	04/01/2024	13.16	13.16	04/11/2024
3184	MASTERCARD	2024_03 GRA	5 pk 8GB usb	04/01/2024	29.99	29.99	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	8.54	8.54	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	16.45	16.45	04/11/2024
3184	MASTERCARD	2024_03 GRA	postage to 02138	04/01/2024	6.02	6.02	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	3.92	3.92	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	4.62	4.62	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	7.84	7.84	04/11/2024
3184	MASTERCARD	2024_03 GRA	refund	04/01/2024	33.63-	33.63-	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	7.84	7.84	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	19.18	19.18	04/11/2024
3184	MASTERCARD	2024_03 GRA	potage	04/01/2024	8.54	8.54	04/11/2024
3184	MASTERCARD	2024_03 HAPP	Court Snacks	04/01/2024	23.67	23.67	04/11/2024
3184	MASTERCARD	2024_03 HAPP	Postage	04/01/2024	272.00	272.00	04/11/2024
3184	MASTERCARD	2024_03 HAPP	cloud storage for court	04/01/2024	.99	.99	04/11/2024
3184	MASTERCARD	2024_03 HAR	Printer paper	04/01/2024	90.50	90.50	04/11/2024
3184	MASTERCARD	2024_03 HAR	Batteries	04/01/2024	9.99	9.99	04/11/2024
3184	MASTERCARD	2024_03 HAR	Coffee	04/01/2024	17.98	17.98	04/11/2024
3184	MASTERCARD	2024_03 HAR	Travel for training	04/01/2024	352.68	352.68	04/11/2024
3184	MASTERCARD	2024_03 HAR	Travel for training	04/01/2024	117.56	117.56	04/11/2024
3184	MASTERCARD	2024_03 HOFF	HP Laser Jet Pro - Library	04/01/2024	284.19	284.19	04/11/2024
3184	MASTERCARD	2024_03 HOL	Food for staff on water main break	04/01/2024	25.97	25.97	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Solid Waste Collection supplies	04/01/2024	8.95	8.95	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Jacket- James Willich	04/01/2024	208.85	208.85	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Hal Burger supplies Rich's Retire	04/01/2024	241.80	241.80	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Rich's Retirement	04/01/2024	75.02	75.02	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Rich's Retirement	04/01/2024	188.18	188.18	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Jacket- James Willich	04/01/2024	109.99	109.99	04/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3184	MASTERCARD	2024_03 KINNI	Solid Waste Collection supplies	04/01/2024	20.45	20.45	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Office supplies	04/01/2024	18.00	18.00	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Street Dept. Safety supplies	04/01/2024	145.65	145.65	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Office supplies	04/01/2024	50.06	50.06	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Office supplies	04/01/2024	50.06	50.06	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Office supplies	04/01/2024	50.06	50.06	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Office supplies	04/01/2024	50.06	50.06	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Office supplies	04/01/2024	50.06	50.06	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Subscription Services	04/01/2024	56.59	56.59	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Mazda wipers	04/01/2024	34.18	34.18	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Fuel- BacT Samples to Billings	04/01/2024	46.51	46.51	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Subscription renewal	04/01/2024	119.88	119.88	04/11/2024
3184	MASTERCARD	2024_03 KINNI	Rich's retirement plaque	04/01/2024	39.99	39.99	04/11/2024
3184	MASTERCARD	2024_03 PIER	Training - CPR S. Olson	04/01/2024	450.00	450.00	04/11/2024
3184	MASTERCARD	2024_03 PURK	Purkett - MT Municipal Institute	04/01/2024	415.00	415.00	04/11/2024
3184	MASTERCARD	2024_03 PURK	Lembcke - MT Municipal Institute	04/01/2024	138.34	138.34	04/11/2024
3184	MASTERCARD	2024_03 PURK	Lembcke - MT Municipal Institute	04/01/2024	138.33	138.33	04/11/2024
3184	MASTERCARD	2024_03 PURK	Lembcke - MT Municipal Institute	04/01/2024	138.33	138.33	04/11/2024
3184	MASTERCARD	2024_03 PURK	February Medwrite	04/01/2024	6,162.14	6,162.14	04/11/2024
3184	MASTERCARD	2024_03 RUBI	Tea and Snacks for Police CBA U	04/01/2024	10.49	10.49	04/11/2024
3184	MASTERCARD	2024_03 RUBI	Snacks for Job Fair Table	04/01/2024	13.97	13.97	04/11/2024
3184	MASTERCARD	2024_03 SKAG	Conference Registration Fee	04/01/2024	60.00	60.00	04/11/2024
3184	MASTERCARD	2024_03 SKAG	Supplies	04/01/2024	21.94	21.94	04/11/2024
3184	MASTERCARD	2024_03 SKAG	Tree stuff	04/01/2024	65.18	65.18	04/11/2024
3184	MASTERCARD	2024_03 SKAG	3/8' drive socket ratchet set	04/01/2024	55.73	55.73	04/11/2024
3184	MASTERCARD	2024_03 SKAG	Tree stuff	04/01/2024	646.96	646.96	04/11/2024
3184	MASTERCARD	2024_03 SKAG	Staff lunch	04/01/2024	98.60	98.60	04/11/2024
3184	MASTERCARD	2024_03 STOR	plate compactor bushings	04/01/2024	241.32	241.32	04/11/2024
3184	MASTERCARD	2024_03 STOR	Supplies	04/01/2024	130.79	130.79	04/11/2024
3184	MASTERCARD	2024_03 TARR	Shelter Sign Frames	04/01/2024	83.96	83.96	04/11/2024
3184	MASTERCARD	2024_03 TARR	Media / Advertisement	04/01/2024	12.00	12.00	04/11/2024
3184	MASTERCARD	2024_03 TARR	Staff Communication App	04/01/2024	283.70	283.70	04/11/2024
3184	MASTERCARD	2024_03 TARR	Easter Egg Hunt Stuffers	04/01/2024	25.99	25.99	04/11/2024
3184	MASTERCARD	2024_03 TARR	Easter Egg Hunt Stuffers	04/01/2024	71.94	71.94	04/11/2024
3184	MASTERCARD	2024_03 TARR	MTRPA Conference	04/01/2024	169.00	169.00	04/11/2024
3184	MASTERCARD	2024_03 TARR	AED Battery Replacement	04/01/2024	362.15	362.15	04/11/2024
3184	MASTERCARD	2024_03 TARR	Camera System Civic Center	04/01/2024	100.00	100.00	04/11/2024
3184	MASTERCARD	2024_03 TARR	Safe Sitter Class	04/01/2024	16.25	16.25	04/11/2024
3184	MASTERCARD	2024_03 TARR	Easter Egg Hunt Stuffers	04/01/2024	118.44	118.44	04/11/2024
3184	MASTERCARD	2024_03 TARR	Easter Egg Hunt Stuffers	04/01/2024	148.45	148.45	04/11/2024
3184	MASTERCARD	2024_03 TIDW	Repair supplies	04/01/2024	114.93	114.93	04/11/2024
3184	MASTERCARD	2024_03 TOW	Toilet Deodorizer	04/01/2024	212.99	212.99	04/11/2024
3184	MASTERCARD	2024_03 TOW	DOT Physical-Thompson	04/01/2024	125.00	125.00	04/11/2024
3184	MASTERCARD	2024_03 TOW	Curb box repair parts	04/01/2024	497.68	497.68	04/11/2024
3184	MASTERCARD	2024_03 WOO	Training	04/01/2024	45.00	45.00	04/11/2024
Total MASTERCARD:					17,817.68	17,817.68	
MONTANA AIR CARTAGE							
3808	MONTANA AIR CARTAGE	LVQ43024	Courier Service	04/30/2024	321.75	321.75	05/30/2024
Total MONTANA AIR CARTAGE:					321.75	321.75	
MONTANA HISTORICAL SOCIETY							
10002	MONTANA HISTORICAL SOCIET	LIB-24-003	MICROFILM ENTERPRISE	05/23/2024	130.00	130.00	05/30/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total MONTANA HISTORICAL SOCIETY:					130.00	130.00	
MONTANA LEAGUE OF CITIES & TOWNS							
603	MONTANA LEAGUE OF CITIES	ML01342	MEMBERSHIP DUES	06/01/2024	8,908.00	8,908.00	06/11/2024
Total MONTANA LEAGUE OF CITIES & TOWNS:					8,908.00	8,908.00	
MOTOROLA							
2634	MOTOROLA	8281888423	ASTRO SYSTEM	06/08/2024	19,280.00	19,280.00	06/11/2024
Total MOTOROLA:					19,280.00	19,280.00	
MOUNTAIN FRESH CLEANING							
10005	MOUNTAIN FRESH CLEANING	FB0000103	JANITORIAL SERVICES	05/16/2024	2,800.00	2,800.00	06/11/2024
Total MOUNTAIN FRESH CLEANING:					2,800.00	2,800.00	
MSU EXTENSION SERVICE							
3275	MSU EXTENSION SERVICE	30	APRIL ECONOMIC DEVELOPME	06/03/2024	3,814.77	3,814.77	06/11/2024
Total MSU EXTENSION SERVICE:					3,814.77	3,814.77	
NORTHWEST PIPE FITTINGS, INC							
423	NORTHWEST PIPE FITTINGS, I	5122116-1	COUPLING	05/21/2024	28.82	28.82	05/30/2024
Total NORTHWEST PIPE FITTINGS, INC:					28.82	28.82	
NORTHWESTERN ENERGY							
151	NORTHWESTERN ENERGY	0107897-1 202	228 W CALLENDER	05/09/2024	860.78	860.78	05/30/2024
Total NORTHWESTERN ENERGY:					860.78	860.78	
PARK COUNTY							
272	PARK COUNTY	2024.5.1	LIBRARY SHARE INTERNET	05/01/2024	422.00	422.00	05/30/2024
Total PARK COUNTY:					422.00	422.00	
RIVERSIDE HARDWARE LLC							
3659	RIVERSIDE HARDWARE LLC	222044	PADLOCK	05/06/2024	21.99	21.99	06/11/2024
3659	RIVERSIDE HARDWARE LLC	222272	ANT BAIT	05/09/2024	3.49	3.49	06/11/2024
3659	RIVERSIDE HARDWARE LLC	223420	Batteries	05/24/2024	324.04	324.04	06/11/2024
3659	RIVERSIDE HARDWARE LLC	223421	BROOM	05/24/2024	55.97	55.97	06/11/2024
Total RIVERSIDE HARDWARE LLC:					405.49	405.49	
SAFETRAC							
3143	SAFETRAC	44001	CDL Services	06/01/2024	688.05	688.05	06/11/2024
3143	SAFETRAC	44137	EMPLOYMENT SCREEN	05/31/2024	434.40	434.40	06/11/2024
Total SAFETRAC:					1,122.45	1,122.45	
SLEEPING GIANT ANIMAL CLINIC							
3645	SLEEPING GIANT ANIMAL CLINI	66562	BRIGGS	05/03/2024	592.35	592.35	06/11/2024
Total SLEEPING GIANT ANIMAL CLINIC:					592.35	592.35	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
TD&H ENGINEERING, INC							
3390	TD&H ENGINEERING, INC	37910	I&I PROJECT	05/08/2024	5,244.00	5,244.00	06/11/2024
3390	TD&H ENGINEERING, INC	37911	ON CALL WATER	05/08/2024	942.00	942.00	06/11/2024
3390	TD&H ENGINEERING, INC	37911	ON CALL SEWER	05/08/2024	160.00	160.00	06/11/2024
3390	TD&H ENGINEERING, INC	37911	ON CALL STREETS	05/08/2024	160.00	160.00	06/11/2024
3390	TD&H ENGINEERING, INC	37912	RRFB MDT PROJECT	05/08/2024	1,551.00	1,551.00	06/11/2024
3390	TD&H ENGINEERING, INC	37913	ADU WATER MODEL UPDATE	05/08/2024	160.00	160.00	06/11/2024
3390	TD&H ENGINEERING, INC	37914	ON CALL PARKS	05/08/2024	588.00	588.00	06/11/2024
3390	TD&H ENGINEERING, INC	37914	ARPA (RSE) CLOSE-OUT	05/08/2024	522.00	522.00	06/11/2024
Total TD&H ENGINEERING, INC:					9,327.00	9,327.00	
TEAR IT UP L.L.C.							
2999	TEAR IT UP L.L.C.	61366	Shredding-DISPATCH	05/08/2024	103.00	103.00	06/11/2024
Total TEAR IT UP L.L.C.:					103.00	103.00	
THE ABBI AGENCY							
10005	THE ABBI AGENCY	2571	LOGO DEVELOPMENT	05/01/2024	3,500.00	3,500.00	06/11/2024
10005	THE ABBI AGENCY	2671	LOGO DEVELOPMENT	06/01/2024	3,500.00	3,500.00	06/11/2024
Total THE ABBI AGENCY:					7,000.00	7,000.00	
THOMSON REUTERS - WEST							
2823	THOMSON REUTERS - WEST	850269265	SOFTWARE	06/01/2024	396.09	396.09	06/11/2024
Total THOMSON REUTERS - WEST:					396.09	396.09	
TK ELEVATOR CORPORATION							
10003	TK ELEVATOR CORPORATION	3007884704	QUARTLY ELEVATOR	05/01/2024	1,112.65	1,112.65	05/30/2024
Total TK ELEVATOR CORPORATION:					1,112.65	1,112.65	
TOTAL FIRE PROTECTION WEST LLC							
10004	TOTAL FIRE PROTECTION WES	12498848	HALOTRON REFURB	02/22/2024	172.00	172.00	06/11/2024
10004	TOTAL FIRE PROTECTION WES	12502737	ANNUAL FIRE EXTINGUISHER I	04/12/2024	167.00	167.00	06/11/2024
TOTAL FIRE PROTECTION WEST LLC:					339.00	339.00	
TOWN & COUNTRY FOODS - LIVINGSTON							
2595	TOWN & COUNTRY FOODS - LI	224	StaION SUPPLIES	05/26/2024	49.92	49.92	06/11/2024
2595	TOWN & COUNTRY FOODS - LI	C-217	CREDIT	02/27/2024	34.87-	34.87-	06/11/2024
Total TOWN & COUNTRY FOODS - LIVINGSTON:					15.05	15.05	
TRANSUNION RISK & ALTERNATIVE							
3376	TRANSUNION RISK & ALTERNA	380349-20240	investigative resear	06/01/2024	75.00	75.00	06/11/2024
Total TRANSUNION RISK & ALTERNATIVE:					75.00	75.00	
TRISTAN STENSETH							
10006	TRISTAN STENSETH	56402	LIFEGUARD TRAINING	06/10/2024	826.00	826.00	06/11/2024
Total TRISTAN STENSETH:					826.00	826.00	
UPS STORE #2420, THE							
292	UPS STORE #2420, THE	2024.5.17	Shipment	05/17/2024	13.51	13.51	06/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
292	UPS STORE #2420, THE	2024.6.3	Shipment	06/03/2024	6.65	6.65	06/11/2024
Total UPS STORE #2420, THE:					20.16	20.16	
US BANK EQUIPMENT FINANCE							
10001	US BANK EQUIPMENT FINANCE	52890136	printer/copier	05/06/2024	435.38	435.38	05/30/2024
Total US BANK EQUIPMENT FINANCE:					435.38	435.38	
UTILITIES UNDERGROUND LOCATION							
3472	UTILITIES UNDERGROUND LO	4055099	Excavation Notifica	05/31/2024	90.01	90.01	06/11/2024
3472	UTILITIES UNDERGROUND LO	4055099	Excavation Notifica	05/31/2024	90.01	90.01	06/11/2024
3472	UTILITIES UNDERGROUND LO	4055099	Excavation Notifica	05/31/2024	90.02	90.02	06/11/2024
Total UTILITIES UNDERGROUND LOCATION:					270.04	270.04	
Grand Totals:					144,251.77	144,251.77	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

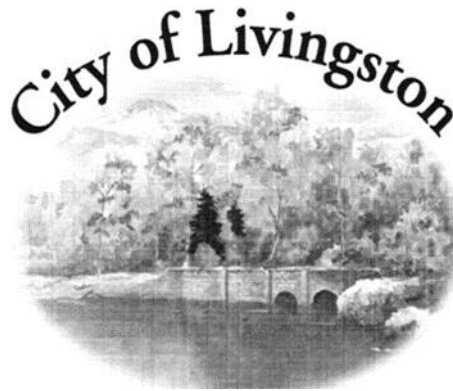
File Attachments for Item:

C. APPROVAL OF CONVENTION AND VISITORS BUREAU ANNUAL BUDGET

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Convention and Visitors Bureau Annual Report and Budget

Recommendation and Summary

Staff is recommending that the City Commission approve the Annual Report and Budget provided by the City’s designated Convention and Visitors Bureau by adopting the following motion:

“I move to approve the Convention and Visitors Bureau Annual Report and Budget”

The reasons for the recommendation are as follows:

- The new fiscal year for the Convention and Visitors Bureau begins on July 1, 2024.
- The City’s designated Convention and Visitors Bureau has provided their annual report and budget as approved by its board.

Introduction and History

The City has designated Explore Livingston as its Convention and Visitors Bureau (CVB). Pursuant to Chapter 65 of Title 15 of the Montana Code Annotated, the annual marketing plan must be approved by the City Commission before the CVB may receive funds from the State.

Analysis

The Explore Livingston CVB Board has approved the attached budget and work plan and it is presented to the Commission as approved.

Fiscal Impact

There is no fiscal impact associated with this approval.

Strategic Alignment

This action is required by the State in order for the CVB to receive funds.

Attachments

Attachment A: Annual Plan and Budget



Fiscal Year 2024/2025 Budget approved by the Explore Livingston DMO Board 4/29/2024 and Mt Tourism Advisory Committee 5/23/2024

Allowable Methods	Amount Budgeted
Administration	\$13,222.00
Agency Services	\$7,000.00
Earned Media/Tourism Sales	\$2,000.00
Education/Outreach	\$1,500.00
Joint Venture	\$5,500.00
Marketing Resources	\$500.00
Opportunity Marketing	\$6,387.00
Paid Media	\$10,500.00
Marketing Personnel	\$11,000.00
Website Development (Online, Website, Mobile)	\$8,500.00
	\$66,109.00
Projected Revenue FY25	66,109

A few notes from last month's Director's Report to the DMO Board to give you a sense of our engagement and current issues:

Resiliency

Next fiscal year plan includes moving forward with a strategic resiliency plan, that begun in 2022 with our tourism sentiment survey. Goal: Develop a five-year strategic vision and plan, working with other local organizations to increase the overall resiliency of Livingston's hospitality businesses.

Overall Objective: Proceed with strategic vision planning to build year-round economic resiliency with input from the Livingston area tourism and hospitality stakeholders.

Proposed Tactics and

Projects: Tactics expected to include the following: incorporate key learnings and best practices from other strategic planning and resiliency work being conducted across the state; form a steering committee of stakeholders; review existing ITRR research and other community-wide data; distribute a follow-up survey (first survey was distributed right before the 2022 Flood) to understand and measure Livingston area hospitality and tourism related businesses' changing thoughts on tourism; conduct listening sessions with community members to gather input; analyze and summarize findings into key takeaways; outline plan and share with stakeholders for review and adoption. Multiple studies we will draw from are in your packet.

Current Yellowstone Country campaigns/collaborations

- [Backstories](#), two videos featuring our own Mick & Donald of A Stone's Throw B&B, and Chip and Jenny of Pine Creek Lodge
- [Unofficial Ranger](#), features Livingston actress Stephanie Burda with Recreate Responsibly messaging
- [Resiliency studies & committees](#) – year long statewide study done by regions complete, Yellowstone Country ongoing subcommittee to discuss implementation and plans. DMO Director Kris King and PCCF's Karrie Kahle are on the committee. Will use data from both on our Resilience Strategic Plan.

New Brand MT Agency

After years of 'top down' marketing, the Mt Department of Commerce and Tourism has hired a new agency and held listening sessions with DMO/CVBs. It was a rare and invigorating discussion about what is 'authentically Montana'. Their marketing image examples of both 'new' and 'old' were largely 'Epic' sweeping vistas with motorized vehicles and all but one of twelve image examples shown with people featured young men. Not only does this not reflect our demographic (older women book trips and respond to marketing), it sets up an expectation of 'epic' stoke sports and selfie spots in which unprepared tourists need to be rescued at expense to local County and City budgets. Suggested they show more 'Intimate' (people eating together, arts, events, small local connections and moments) than 'Epic' (extreme sports, big vistas, no people, motorized vehicles) images. Our feedback is based on Board and local business input on changing the traditional tourism marketing direction to one of Destination Management and Stewardship with dispersal from over visited areas and seasons to smaller, locally initiated attractions and away from traditional marketing which focused on busy summer season and stereotypical attractions (extreme sports and motorized vehicles in wilderness, summer sold out concerts and rodeos, National Park 'bucket list' photo opportunities, etc.) It's a slow process but this is one of the more concrete examples of responsive change we've seen.



Destination Management Organization | TAC June 2024

As we look ahead, we reflect on the 2020 formation of the Explore Livingston Coalition (DMO, TBID and Downtown BID) during the pandemic. Since that time, our DMO has increased the capacity and reach of our crisis response, shoulder/cool season marketing, and busy summer season destination management. In the coming year we are excited to build on successful campaigns, and use data and community engagement to enhance the marketing and stewardship of our unique Yellowstone gateway community and arts/events destination in ways that reflect community values and needs, while remaining responsive to ever fluctuating conditions.



GET LUCKY IN LIVINGSTON

Be a Masked Hero!

Know Local Guidelines:

- *Wear a Mask Over Nose & Mouth
- *Social Distance at Least 6 Feet
- *Sanitize or Wash Hands
- *Be Patient, Services May Be Limited

Masked Heroes Can Win

↓

- *RANDOMLY DRAWN GIFT CARDS
- *MT SAFETY SWAG
- *AND SAVE LIVES!

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Livingston RUSTIC. REFINED. LEGENDARY.

LIVINGSTON
Experience Epic

Know before you go

Practice physical distancing

Plan ahead

Play it safe

Explore locally

Leave no trace

Build an inclusive outdoors

Livingston RUSTIC. REFINED. LEGENDARY.

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Livingston

TRAVEL RESPONSIBLY

KNOW LOCAL HEALTH GUIDELINES
AMENITIES MAY BE LIMITED
ENJOY YOUR TIME HERE

Livingston BUSINESS IMPROVEMENT DISTRICT

PLAY TODAY, INVEST IN TOMORROW

Pick Your Path to Paradise

Livingston MONTANA CARDINER

EXPLORE THE AUTHENTIC NATURAL CHARMS OF WINTER IN PARADISE

LIVINGSTON, MT

PLAY

EAT & DRINK

STAY

EXPLORE

16 ART GALLERIES | 2 MUSEUMS | 10 LIVE MUSIC VENUES | 3 THEATERS | 6 BOOKSTORES
50 RESTAURANTS | 12 COFFEE SHOPS | 2 BREWERIES | 50 BOUTIQUE SHOPS & MARKETS

Livingston MONTANA

Pick Your Path to Winter Paradise

WELCOME to PARADISE

EXPLORE LIVINGSTON MONTANA

Shop. Stay. Dine. Play

Discover the small town charm of Livingston tucked in the quiet heart of Paradise!

History. Outdoor Recreation. Rustic & Refined Dining. Unique Shopping & Lodging. Legendary Arts, Culture & History.

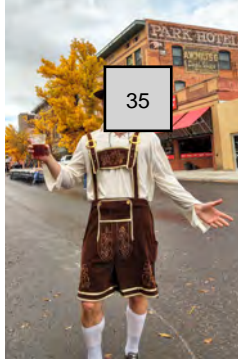
www.ExploreLivingstonMT.com

What is Livingston buzzing about for the coming fiscal year?

1) **1) Destination Marketing feature:** Event Expansion & Elevation

- Recruiting event coordinator contractor to help manage and expand new and existing events (new Songwriter Festival in Oct., new winter film festival, our groups created 2 new events in the past few years & will expand: Light Up Livingston & Oktoberfest.)
Increasing number of Food trucks enhances visitor hospitality capacity.
- Work with City to improve Downtown Event street closure policies to improve economic benefit to impacted businesses (bars make \$; basic goods shops loose \$).
- Grow collaboration with TBID to fund more cool season events to put heads in beds while benefiting locals and local businesses in the season we need more visitation.
- Explore systems for an interactive digital events calender to pair with a build-your-own-itinerary (currently entering all events on website manually, itineraries not customized.)
Expense of a system like ITI Digital will require partner investments and collaborations.
- Continue to highlight our growing arts scene with the Montana Bookstore Trail (5 bookstores, 2-6-author events/mo.), new outdoor events Shane Pavilion, beer festivals, new live comedy events, new venues for Paint & Sip Nights, winter arts & crafts fairs.



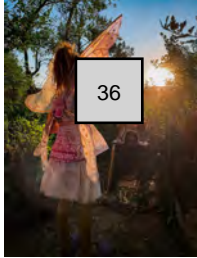


HARVEST & HALLOWEEN FESTIVITIES

- 10/27 * 6-8:30 pm, Halloween Storytime, Livingston Public Library
- 10/28 * 8 pm, Night of Terror Halloween Party, After Bar & Casino
- * 9 pm, Halloween Party with Savvy the Band, Chico Hot Springs
- 10/29 * 10 am - 3 pm, Emigrant Harvest Festival, Emigrant Hall
- * 11 am-2 pm, Halloween Carnival, Livingston Civic Center
- * 12 - 4 pm, "Ocolee" Fall Festival at Montana Grizzly Encounter
- * 12 - 2 pm, Pumpkin Carving Contest ages 12 & under, Kayson Noble
- * 2-4:30 pm, Sheltos Valley Fall Festival, Community Center, Cycle Park
- * 7 pm, Halloween party, The Owl Lounge
- * 8 pm, Halloween Bash with 3 Live Bands, Mini Bar
- * 9 pm, Halloween Party & Savvy the Band, Chico Hot Springs
- * 11 pm Halloween Costume Contest & band, Old Saloon, Emigrant
- 10/31 * Dusk, Trick or Treating in Livingston
- 11/1-12 * Dia De Los Muertos Allars, Livingston Center for Art & Culture

Details at explorelivingstonmt.com/events





2) Destination Management: Both educate visitors on respectful and responsible visitation, and educate locals about tourism's benefits.

- Livingston Like a Local billboards & multimedia campaign
- Strategic Resiliency Planning community listening sessions and engagement
- Strategic Resilience Plan incorporates locals' concerns about tourism
- Local tourism benefit infographic series targeted to locals (inspired by ITRR)



Questions?

Thank you!

Kris King, Explore Livingston Executive Director
406.222.4848 | info@explorelivingstonmt.com



DMO Plan Narrative

1. Describe Your Destination

Describe your destination (who you are, who you wish to attract and why they would come) addressing your strengths, opportunities, and potential challenges.

Livingston, Montana is an historic train town, the year-round gateway to Yellowstone National Park, and a laidback home base for vibrant arts, epic recreation and an array of unexpectedly sophisticated dining, lodging, shopping and cultural experiences. Livingston is looking to attract travelers who appreciate the welcoming, small-town vibe of a less populated Montana town, and who will recreate responsibly and relish Livingston as if it was their own.

The City of Livingston is more than the traditional gateway to Yellowstone National Park. It is a unique and desirable destination for international and national travelers, plus drive market visitors, with a wide range of interests that go beyond Yellowstone.

Livingston mixes casual small-town charm and world-class amenities with a twist of historic quirkiness and offers an impressive array of arts, culture, history, culinary, events, and recreation adventure amenities. We recently rebranded Livingston with the taglines “Rustic. Refined. Legendary.” and “Experience Epic.”

Livingston is the county seat of Park County and is situated in the middle of four stunning mountain ranges (Absaroka Beartooth Mountains, Crazy Mountains, Bangtail Mountains, and the Bridger Mountains) and is nestled along the Yellowstone River - the longest, free-flowing river in the lower 48 states.

We are interested in attracting high-value, low-impact visitors who appreciate all that Livingston has to offer, throughout all months of the year, but especially the cool weather season, including those visitors who live in Montana.

In addition to offering an incredible array of ways to “Stay. Play. Seize the Day”, we have preserved one of Montana’s most visually appealing and historic downtowns. Livingston is the original and year-round entrance into Yellowstone Park, offering year-round appeal, and is conveniently located 30 minutes from booming Bozeman and its international airport and less than two hours from Billings, Montana’s largest city. We continually attract out-of-state and in-state visitors.

Our town of just over 8,000 residents has richly layered distinctive cultures: railroad and pioneer history; gateway to Yellowstone; fly fishing mecca; recreation hub; historically preserved downtown; rustic and luxury destination lodging and dining; more movies were filmed in our area than anywhere in Montana in 2023 and the nearby Yellowstone Film Ranch offers tours as

well as a popular filming location; we're home to more artists and writers per capita than anywhere in the state; thriving theatre, arts, culinary, and nightlife scenes for a town of its size; and in addition to tourists, Livingston attracts and serves a wide range of demographics from ranchers, travel influencers, eco-conscious outdoor enthusiasts, retirees and young families, to movie stars, renowned writers, artists, and music icons.

Our Strengths

Strong Collaborations, Communications, and Partnerships: Livingston DMO, the Livingston Tourism Business Improvement District and Downtown Livingston Business Improvement District work together as the Explore Livingston Coalition, sharing resources and one Executive Director. We partner consistently with Yellowstone Country Region, City of Livingston, Park County, Montana Downtown Directors, Montana Tourism Matters, Voices of Montana Tourism, Montana Department of Transportation, Montana Office of Tourism, the Tourism Advisory Council, Livingston's Historic Preservation Commission, Gallery Association, Park County Parks and Trails, Urban Renewal District, Park Local Development Corp., Prospera, and a wide range of local organizations addressing everything from disaster response and recovery, passenger rail, public arts, local festivals, and museum exhibits. We also participate in the Park County Housing Coalition, Livingston Growth Policy, Upper Yellowstone Watershed Group, Wild Livelihoods Coalition, and Livingston's designation in the Montana Main Street Program and upcoming Downtown Master Plan, among others.

Close Proximity to Year-Round National Park Entrance: Historic gateway to Yellowstone National Park 55 miles away to the year-round entrance that offers year-round recreation and visiting opportunities.

Easily Accessible Location: Conveniently located at the intersection of Interstate Highway 90 and Highway 89 to Yellowstone National Park, 30 minutes east of booming Bozeman and its international airport and less than two hours west of Billings, Montana's largest city. Also conveniently located between Paradise Valley to the south and Shields River Valley to the north.

Destination Lodging, Retreats, and Hot Springs: In addition to rustic, historic, and family-friending lodging in Livingston, Park County is home to a wide range of unique short-term rentals, Sage Lodge, Chico Hot Springs, Mountain Sky Guest Ranch, Yellowstone Hot Springs, and numerous smaller dude ranches. These attract destination weddings, honeymooners, family reunions, corporate retreats, and other group travelers.

Historic Downtown: Preserved buildings and an Old West movie set aesthetic including many vintage neon signs and 'ghost signs' historic ads painted on brick buildings; attracting visitor photography and social media posts, and film scouts. We promote our public art sculptures, murals, ghost and neon signs and will expand our #LivingstonMuralTrail campaign to include these historic assets with a #LivingstonSnapShot campaign.

Small Town Shopping: Downtown has no chain stores and a wealth of unique and boutique shops; handicrafts, records, books, art center and galleries, photography and ceramic studios,

new-age boutiques, home goods, kitchen store, souvenirs, gifts, toys, antiques, resale and thrift stores, vintage fashion, outdoor gear, and western wear. We are home to four independently-owned bookstores and a dozen independently-owned coffee shops and kiosks and participate in the #SipLocalCoffee campaign. Visitors enjoy small-town, friendly service; often the owner of the business will wait on customers. Every stop is an opportunity to connect with locals and score unique goods and experiences.

Exit 333 Infrastructure: The majority of national chain hotels and fast food are at this exit to Yellowstone National Park, but it also boasts: a large grocery store with pharmacy and sushi counter, a laundromat (with adjacent horse boarding), local meat shop and two ethnic eateries, gas stations, car wash, veterinarian, dog boarding, urgent care center, physical therapist, liquor store, smoke shop, casino, and bus stops for both free Livingston transport and an events bus to Paradise Valley music venues.

Our Opportunities

Still Small Town Feel and Easily Accessible: Although we've seen increased visitation, we're still less populated and less visited than some other parts of Montana and ideal for those who want to experience casual small-town charm and world-class amenities.

Cooler Season Recreation Hub: Hundreds of miles of trails for cross-country and backcountry skiing. Hiking and biking are accessible during much of the cool season. Livingston now has an indoor ice skating rink that is free, with free skate rental, and skating on the Lagoon when cold enough. Bridger Bowl is 30 miles away, plus access to eight state parks and several dozen trailheads are all under an hour drive from Livingston.

Warm Season Recreation Hub: On the banks of the Yellowstone River with blue-ribbon fishing, whitewater rafting, scenic floating, kayaking, tour boats, and paddleboarding. Hundreds of miles of trails for hiking at all skill levels, camping, rock climbing, and mountain biking. Access fourteen fishing access sites, eight state parks, several dozen trailheads; all under an hour drive from Livingston. There is also a golf course, bowling alley, splash park, swimming pool, shooting range, and horseback riding dude ranches.

Year-Round Recreation Infrastructure: Strong recreation amenity infrastructure with robust rental and guide services: rent bikes, e-bikes, snowshoes, cross country and backcountry skis, kayaks, rafts, and stand-up paddleboards and book guides for fly fishing, white water rafting, horseback riding, and hunting.

Year-Round Foodie Paradise: we have over 50 eateries and specialty markets including vegan, fine dining, ethnic foods, rustic steakhouses, sushi and seafood, vintage burger joints, traditional and breakfast cafés, European style bakeries, numerous quirky coffee shops, diverse bars, two breweries, and gourmet wine shop. Come hungry, and thirsty!

Year-Round Arts and Culture Hub: Home to two live theatres, a community art center, three museums with history, train, and art exhibits, over a dozen art galleries, a vintage movie house, a dozen live music venues, and literary events at several of our four bookstores.

Year-Round Events: Catering to a wide range of interests and tastes; musical and dramatic theatre, arts festivals, art walks, music, beer, and film festivals, fun runs, holiday festivals, soapbox derby, western dance parties, rodeos, parades, auto show, and more.

Breadth of Other High-Value, Low-Impact Experiences

Agritourism: Access farm-to-table fare at restaurants, the farm-to-table hospital cafeteria, our warm season Farmer’s Market was voted Best in Montana the past two years, local food markets and caterers, local aquaponic growers, farms and ranches, and the Livingston Community Bakery and deli, where purchases support the Livingston Food Resource Center.

Destination Weddings: Offering a range of scenic wedding venues, caterers, lodging, photographers and videographers, and florists.

Film Location: Downtown Livingston’s intact historic visage has attracted commercials, television and movies for decades, the Yellowstone Film Ranch has extensive sets, Paradise Valley and various Park County vistas are scenic year-round, and Livingston is home to many set scouts, set designers, makeup artists, set photographers, actors, musicians and prop resources. Livingston has hosted more films in recent years than nearly any other community in Montana and has been named Film Community of the Year by the Department of Commerce three times, most recently in 2024.

Family-Friendly Amenities: Playgrounds, outdoor pool, splash park, tennis courts, Dino Dig Park, bowling alley, skating rink, skateboard park, ceramic painting studio, youth activities at museums and art centers, book readings, free public transport, golf course, winter indoor skating rink, dog parks, and trails and parks throughout town. In the summer, visitors can also enjoy 3 different weekly historic walking tours and Livingston Downtown Historic Bus Tours.

Our Challenges

Economic Resilience Challenges: Livingston is experiencing increasing and unsustainable tourism, housing, workforce, small business, development, and recreation pressures. Demands outpace current capacity and without a robust plan, our celebrated community character, historic architecture, and fragile recreational and environmental assets are all imperiled. To retain our irreplaceable historic assets and build a sustainable economy we are in a narrow time window to create a strategic foundational plan to forge an achievable, resilient, and sustainable future.

Seasonality of Tourism: Overcrowding in the warm season months (May through October) and less tourist traffic in the cooler season months (November through April) makes keeping businesses open and staff employed year-round a challenge.

Housing and Affordability Issues: Increasing use of local housing as short-term rental, lack of inventory, and the recent spike in home sales due to telecommuters has made affordable workforce housing the biggest challenge for Park County’s service and tourism industries. We will be participating with our partners on a “Housing Heros” campaign celebrating local efforts to offer workforce housing through ADU units and turning VRBO/AirBnB back into rental units for local workers,

Anticipating the Next Crisis: During the summer of 2022, our greater community was hit with significant flooding and the subsequent impacts that flooding had on tourism and the overall economic health of this area. More than ever, we need to consider and implement continued plans to be prepared for future crises, whether it be flooding, fires, global pandemics and more.

The lack of snowfall this winter led to a 70% decrease in ski sales at local shops, decrease in cross country skiing and dog sled visitors, and we anticipate the low snowfall will contribute to wildfires and low river levels in the coming year.

Perception of Only a Pass-Through Location: The perception that Livingston is a pass-through into Yellowstone National Park and not a destination in itself to explore.

Wayfinding Signs: Livingston lacks comprehensive wayfinding signs at our three exits; our freeway tourism billboards are overdue for an update and are damaged; and in-town wayfinding signs are not visible, rudimentary, or non-existent.

Popularity of Yellowstone Series: The popular Yellowstone series is fictionally set in Paradise Valley, increasing interest in the area by a more general audience who may have false expectations of what the area’s experience may be based on what’s been portrayed in the series.

National and World Events: Including fluctuating gas prices, inflation, war, terrorism, infectious diseases, climate change (affecting water temps on our much loved and over-fished Yellowstone River) and natural disasters (floods and wildfires) all impact tourism.

Negative Perceptions: Recent Montana State legislative initiatives have led to negative national press and perception of Montana as an undesirable destination due to legislation impacting our trans citizens, women, county health departments and public health, and expansion of open carry laws. Last year we received an increasing number of direct communications from travelers who canceled their visits to Montana due to recent legislative actions, and we are concerned that our "All Are Welcome" message may be increasingly inaccurate. This is difficult to measure, but is exacerbated by recent white supremacy and anti-LGBTQ activity in Livingston.

Impacts to Infrastructure and Resources: Managing greater numbers of visitors and traffic flow negatively impacts County and City infrastructure. A stable solution would be a local option tax, which would allow citizens to decide whether to impose a sales tax in Park County in order

to pay for specific projects. Legislation would give power to local voters, lower local property taxes and raise more money from tourists who use local infrastructure but do not financially support it.

Public Transportation Options: Lack of public transportation to and through YNP and increased tourist traffic to and from Yellowstone limit tourism and levy added burdens on local resources.

The WIND and Its Impacts: The average wind speed as measured at the airport is 15.2 mp, making it among the windiest towns in Montana. Livingston’s severe crosswinds frequently shut down Interstate 90, rerouting interstate traffic through town on Park Street, and semis and train cars have blown over.

2. Align with Montana Brand

Briefly describe how your destination aligns with the Montana Brand (while we appreciate this element is no longer mandatory, the aspects remain totally on brand for Livingston!)

Livingston Exemplifies the Montana Brand

More spectacular unspoiled nature: Livingston’s location among four mountain ranges, alongside the Yellowstone River and adjacent to Paradise Valley and the north entrance to Yellowstone Park as well as easy access to state parks, hundreds of miles of trails, and Yellowstone River fishing access sites, make it an ideal getaway for lovers of outdoor experience year-round.

Vibrant and charming small town: Livingston’s famous downtown is among the most vibrant and charming in Montana. The preserved historic businesses with vintage neon and “ghost signs” on historic buildings make it an attraction to film crews, photographers, and visitors. In the summer our Yellowstone Gateway Museum conducts various Downtown historic tours, including “Ghosts and Ghost Signs” and “Brothels and Breweries.” Livingston is developing a growing “Mural Trail” and actively increasing the number of murals to enhance the experience of both visitors and locals. Our niche and boutique shops, restaurants, museum and arts destinations, breweries, and bars offer a mix of traditional and contemporary products and experiences. Our popular Farmer’s Market on the banks of the Yellowstone River includes live music, food, and beer vendors in addition to local agriculture products, arts and crafts, and is one of the many annual events that both attract visitors and improve the quality of life for locals.

Breathtaking experiences by day, relaxing hospitality at night: In Livingston, we have multiple types of breathtaking experiences during the daytime hours - from inspiring museums to extensive recreational pursuits. Livingston has three museums featuring art, train and regional history, and over a dozen local art galleries. We are home to more writers per capita than anywhere in the state with four bookstores; two of which host year-round literary events most weeks. Downtown art walks attract visitors throughout the warm season, and over a dozen art galleries are open year-round. Bars host trivia, bingo, karaoke, open mic, and live music

events weekly throughout the year but these community-building events are strongest in the cool season when there is less live music and outdoor events. Livingston also offers unique and boutique shopping with everything from handicrafts to records, local honey, gifts, vintage fashion, antiques, western wear, and regional books.

Livingston is also a home base for river sports, hiking, hunting, rock climbing, skiing, horseback riding, and guided outdoor experiences. Visitors can also take a break to paint pottery with the kids, indulge in a spa treatment, or enjoy a local yoga class. Livingston has free public transport, historic walking tours, bikes for rent, a swimming pool, golf course, bowling alley, skate park, ice skating rink, playgrounds, trails, and parks throughout town.

At night, there are culinary options for every taste, live indoor and outdoor music venues, a vibrant theatre scene, movie theatre, hot springs to star-watch from, two breweries, and casual or raucous bars as memorialized in the Jimmy Buffet song “Livingston Saturday Night.” We also host evening music, movie, theatre, and holiday lights festivals.

3. What is the strategic role of your DMO?

Select all that apply: Destination Marketing, Destination Management, Destination Stewardship, Destination Development.

Destination Marketing, Destination Management, Destination Stewardship

Clarifying the strategic role of our DMO:

Destination Marketing Organization: During the cooler season months, November through April, we are focused on marketing the Livingston area as an arts and recreation destination and increasing the number of overnight visitors to our area - including those who live in Montana. Our focus is “high value, low impact” visitors who enjoy non-motorized winter recreation, spending at local small shops and restaurants, taking advantage of our arts and culture, and are informed and respectful of local culture and wild habitats. These visitors include fellow Montanans, as we’ve been investing in marketing to our neighbors and seeing those marketing efforts result in increased visitation from in-state residents.

Destination Management and Stewardship: During warm season months, May through October, we are focused on improving the visitor and resident experience through destination management and stewardship. Our hospitality business community is often at capacity during these months, and we are looking to develop a multi-stakeholder approach to educate visitors and to maintain the cultural, environmental, economic and aesthetic integrity of our community.

Based on the strategic role you serve, provide the following information.

3a. Define your audience(s) (demographic, geographic, and psycho-graphic).

Findings from FY23 and FY24 Campaigns and Analytics: Demographic and Geographic Insights

Our successful Pick Your Path to Paradise marketing campaign during FY23 not only significantly increased traffic to our website, but it also helped us to better understand who was interested in Livingston as a tourism destination and where they lived. In FY24 we built on the success of that campaign. Results from our FY24 winter marketing campaign showed that we were most successful in reaching women and men, ages 65+ in our digital campaigns. Below is a snapshot of the age and gender distribution from this campaign. (see attachment) We will use this and other data to inform how to best target our messages and creative for FY25.



Destination Marketing Audience: High-Value, Low-Impact Cooler Season Visitors

Given our destination marketing organization’s goal of attracting high-value, low-impact winter/cooler month visitors to the Livingston area, we are focused on “Experience Seekers,” as outlined in the Montana Winter Brand, “Defining the Montana Winter Experience” and confirmed by Destination Analysts, “Montana Profile & Study of the Winter Enthusiast,” 2018.

As Montana communities become busier, more populated, or are not thriving, Experience Seekers - whether they are out-of-state or in-state residents - long for an authentic experience where they will experience both nature plus access to modern and erudite amenities. Livingston is that rare place. Repeat and regional visitors are more likely to visit in shoulder seasons, return to favorite shops, eateries, and hotels and form connections and relationships in the area, creating a more stable income stream for Livingston and Park County year-round.

Below are characteristics of the Experience Seekers, based on the Montana Winter Brand audience and the Montana Winter Enthusiast as outlined by Destination Analysts, ITRR data from 2017 through 2022 during Q1 and Q4, plus Livingston’s FY23 and FY24 marketing

campaign results and our overall attributes as a vibrant, small-town destination for arts, culture, events, history, food and recreation.

DEMOGRAPHIC

- + Age: 25-75+ (sweet spot of ages 55-65+)
- + HHI: \$50K-\$100K or more
- + Couples (focused on women taking the lead in interactions with our marketing)
- + Bachelor’s degree or higher
- + Has taken 2+ domestic vacations in the past 12 months and was active on these trips

GEOGRAPHIC

- + Out-of-State: Wyoming, Colorado (Denver), Minnesota (Minneapolis), North Dakota (Bismarck), Washington (Spokane, Seattle), Utah (Salt Lake City), Idaho (Boise)
- + In-State: Billings, Missoula, Helena, Great Falls. We don't focus on marketing to Foreign Independent Travelers (FIT) because we don't have an extensive budget to effectively target them. However, we do see indicators (largely reporting from individual hospitality businesses, again we don't have the budget to target or track detailed demographics for this population) that FITs visit our area and we welcome an increase in visitation from these demographics.

PSYCHOGRAPHICS

Our visitors may often seek one specific outdoor activity but their trip is about much more than one activity. They are unlikely to choose a place that doesn't have good recreational opportunities - skiing, hiking, etc. - but what will excite them about a place is what else they can experience - i.e., hot springs, arts, culture, good food. This should not be mistaken for them wanting to pack in a little of everything; they don't. For each trip they want to do a few big things and they want to experience them fully. They also don't want to be around crowds.

- + Seeks balance between action and reflection
- + Motivated by outdoor recreation—but keeps in mind that outdoor recreation is only one of many activities they enjoy (e.g., wildlife viewing, history, culture, arts, events, food, hot springs)
- + Wants to do multiple activities and experience them fully
- + Feels a unique connection to the natural world that only the cooler season can bring
- + Seeks the authenticity of people and places
- + Doesn't want to be in booming (and more expensive) Bozeman but appreciates the convenience of it and its airport being nearby

Destination Management Audience: Warm Season Visitors

As a destination management organization, our goal is to work collaboratively with other Livingston area entities to educate warm season visitors to encourage high-value/low impact behavior. Although we aren't planning on marketing Livingston as a destination to this audience, it is helpful to understand who they are as we determine how to best educate them. According to ITRR data from 2017 through 2022, and confirmed by our website and social media analytics,

plus our Pick Your Path to Paradise 2022 summer campaign results, overnight, out-of-state visitors to Livingston during Q2 and Q3 have the following characteristics.

DEMOGRAPHIC

- + Age: 25-75+ (sweet spot of ages 55-65+)
- + HHI: \$50K-\$200K or more
- + Couples and families (focused on women taking the lead in interactions with our marketing)

GEOGRAPHIC

- + Out-of-State: Minnesota, Wyoming, Washington, Idaho, Colorado, Oregon, California, New York, Florida, Texas, Arizona, Illinois

PSYCHOGRAPHICS

- + Wanting to experience national parks with Visiting Yellowstone National Park with some also making it Glacier National Park
- + Interested in spending time doing outdoor-related activities including: day hiking, camping, fishing, watching wildlife, visiting farmer’s markets, biking and visiting hot springs, plus hiring an outfitter

Destination Stewardship Audience: Livingston Area Organizations

Livingston Tourism Business Improvement District (TBID), Downtown Livingston Business Improvement District (LBID), Yellowstone Country, City of Livingston, Park County Montana, Big Sky Passenger Rail Authority, Urban Renewal Agency, Yellowstone Gateway Museum, Livingston Depot Center, Livingston Gallery Association, Elk River Arts and Lectures, Park County Housing Coalition, HRDC, Park Local Development Corp, Northern Rocky Mountain Economic Development District, Prospera, Park County Community Foundation, Park County Environmental Council, Upper Yellowstone Watershed Group, Wild Livelihoods Business Coalition, Take the Paradise Pledge, and a wide range of other local organizations we interact with weekly.

Other key resources and partners include: Montana Downtown Directors, Montana Tourism Matters, Montana Department of Transportation, Montana Office of Tourism and Business Development, and the Montana Tourism Advisory Council. We are also looking to other DMOs who have seen success increasing visitation during shoulder seasons including Visit Billings.

Although not included within this budget, we are partnering with the City of Livingston as they rebrand their logo and develop wayfinding sign plans and have been closely involved in the Downtown Master Plan, which will be unveiled late Spring of 2024.

3b. What research supports your DMO strategy?

We use multiple sources to support our strategy including data from the following:

Sources: Explore Livingston Marketing Campaign and Website Analytics
<https://www.explorelivingstonmt.com/>

Consumer Marketing Market Analysis

<https://marketmt.com/Programs/Marketing/The-Montana-Brand>

Institute for Tourism and Recreation Research (ITRR)

<https://itr.UMT.edu/interactive-data/default.php>

Bed Tax Revenue

<https://brand.mt.gov/Programs/Office-Of-Tourism/Lodging-Facility-Use-Tax>

Yellowstone National Park Visitation

http://www.tourismresearchmt.org/index.php?option=com_traveltrends&view=traveltrends&Itemid=108

Montana Department of Transportation: Airport Deboardings

http://www.tourismresearchmt.org/index.php?option=com_traveltrends&view=traveltrends&Itemid=106

Also see attachments

EXPLORE LIVINGSTON FY23 MARKETING CAMPAIGN ANALYTICS

Nov 1, 2022 through April 1, 2023

This chart captures the results from our FY23 paid social advertising campaign showing that those who live in Montana and our greater region - including Colorado and Minnesota - engaged most frequently in this marketing campaign.

Campaign name	Region	Results	Reach	Impressions	Cost per result	Amount spent
Path to Winter Paradise	All	9,488 Link clicks	444,970	1,327,997	\$0.41 Link Click	\$3,934.04
	Montana	3,071 (2) Link clicks	66,566	337,227	\$0.34 (2) Link Click	\$1,051.63
	Wyoming	1,509 (2) Link clicks	64,262	240,675	\$0.40 (2) Link Click	\$598.34
	Colorado	1,132 (2) Link clicks	93,193	191,164	\$0.51 (2) Link Click	\$581.76
	Minnesota	969 (2) Link clicks	76,679	165,814	\$0.53 (2) Link Click	\$517.48
	Utah	972 (2) Link clicks	57,861	140,661	\$0.44 (2) Link Click	\$422.99
	Idaho	731 (2) Link clicks	41,092	105,537	\$0.45 (2) Link Click	\$331.68
	Washington	781 (2) Link clicks	32,131	100,648	\$0.39 (2) Link Click	\$308.41
	North Dakota	299 (2) Link clicks	11,265	42,416	\$0.37 (2) Link Click	\$109.76
	Wisconsin	23 (2) Link clicks	1,920	3,843	\$0.52 (2) Link Click	\$11.98
	Unknown ⓘ	1 (2) Link Click	—	12	\$0.02 (2) Link Click	\$0.02

EXPLORE LIVINGSTON FY24 MARKETING CAMPAIGN ANALYTICS

Oct 1, 2023 through March 1, 2024

This chart captures the results from our FY24 paid social advertising campaign showing that those who live in Montana and our greater region - including Colorado and Minnesota - engaged most frequently in this marketing campaign.

Campaign name	Region	Amount spent	Impressions	Reach	Results	Cost per result	Frequency
WINTER '24	All	\$3,418.94	754,108	231,376	10,870 Link clicks	\$0.31 Link Click	3.26
	Montana	\$1,212.91	275,430	54,784	3,771 (2) Link clicks	\$0.32 (2) Link Click	5.03
	Colorado	\$523.38	104,424	43,443	1,778 (2) Link clicks	\$0.29 (2) Link Click	2.40
	Minnesota	\$498.17	107,110	44,212	1,608 (2) Link clicks	\$0.31 (2) Link Click	2.42
	Wyoming	\$420.94	105,640	27,937	1,259 (2) Link clicks	\$0.33 (2) Link Click	3.78
	Idaho	\$255.98	52,406	18,390	835 (2) Link clicks	\$0.31 (2) Link Click	2.85
	Washington	\$238.62	48,276	16,467	777 (2) Link clicks	\$0.31 (2) Link Click	2.93
	Utah	\$181.99	40,862	19,735	562 (2) Link clicks	\$0.32 (2) Link Click	2.07
	North Dakota	\$75.27	17,436	5,767	239 (2) Link clicks	\$0.31 (2) Link Click	3.02
	Wisconsin	\$11.68	2,523	641	41 (2) Link clicks	\$0.28 (2) Link Click	3.94

EXPLORE LIVINGSTON FY23 WEBSITE ANALYTICS

Nov 1, 2022 through April 1, 2023

These website analytics capture our success in increasing our website traffic during our FY23 marketing campaign.



EXPLORE LIVINGSTON FY24 WEBSITE ANALYTICS

Oct 1, 2023 through March 1, 2024

These website analytics capture our success in increasing our website traffic during our FY24 marketing campaign.



BED TAX REVENUE: LIVINGSTON DMO/CVB

This chart shows the amount of bed tax revenue collected since 2017, a possible indicator to the success of the marketing campaigns.

2023	514,063
2022	500,491
2021	519,818
2020	221,836
2019	270,735
2018	270,776

2017	297,629
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Source: Montana Department of Commerce, Office of Tourism, as of April 2024

YELLOWSTONE NATIONAL PARK VISITATION

Although the Livingston DMO/CVB cannot take credit for visitation to Yellowstone National Park, we do track year-over-year visitation numbers to understand the greater trends in the area.

2023	4,467,285
2022	3,290,242
2021	4,860,242
2020	3,806,306
2019	4,020,288
2018	4,115,000
2017	4,116,524

Source: National Park Service Public Use Statistics Office

AIRPORT DEBOARDINGS (BOZEMAN YELLOWSTONE AIRPORT)

Although the Livingston DMO/CVB cannot take credit for airport deboardings at the Bozeman Yellowstone Airport, we do track year-over-year deboardings to understand the greater trends in the area.

2023	1,064,950
2022	1,129,016
2021	966,492
2020	443,466
2019	788,154
2018	671,367
2017	599,176

Source: Montana Department of Transportation

3c. What are your emerging markets?

Our destination marketing organization’s primary target audience and emerging market is the Experience Seeker; the high-value, low-impact cooler season visitor, that we have outlined in 3a.

Emerging geographical markets for the Experience Seeker, based on ITRR data and our website analytics, include Chicago, New York, and Portland, plus British Columbia; Alberta; and Saskatchewan if budgets allow.

Other emerging segments that we are interested in attracting to Livingston are noted below, all of which either complement or are subsets within the Experience Seeker:

Arts and culture enthusiasts who appreciate arts pairing theatre, film festivals, music festivals, art walks, and book readings with restaurant and hotel stays. A subset of the arts audience is literary, history, and arts tourism with bookstore and art gallery visits, readings, self-guided or in-person history and walking tours, and information about Livingston’s noted writers, with overlapping movie and music ties. Arts attractions have a lower impact on the environment and are less reliant on weather and other occurrences outside our control.

Year-round outdoor enthusiasts (cross country, backcountry and downhill skiers, snowshoers, Yellowstone winter visitors, hikers, campers, climbers, bikers, e-bikers, ice skaters) with access to rental equipment and locals’ adventure recommendations.

Foodie and farm-to-table visitors who enjoy our restaurants, boutique health markets, farmer’s markets, and farm-to-table programs (school, hospital, food pantry, local ranchers, aquaponic and greenhouse producers). Livingston’s Campione Restaurant was the only restaurant in Montana (or the region) to be named on the 2023 *New York Times* top 50 restaurants in U.S. and our culinary scene is an increasing attraction to both the regional drive market and visitors from around the world.

Eco-tourists focused on footprint reduction (including local public transport and bike rentals, minimizing single plastic use, recycling) and healthy food choices (some overlap with food-conscious marketing).

Two-wheel travelers including ebikers, mountain and road bicyclists who are attracted to the many trails in Park County, especially during the months of April and November. A bucket list experience is also the brief Yellowstone Park spring bicycling window to enjoy biking on roads without auto traffic.

One other future, emerging market to note is the potential of attracting regional and smaller conferences during the cooler season. Construction of a lodging facility with conference capacity is planned, but not yet under construction, and will eventually provide additional

capacity with a restaurant, conference space and additional lodging in one compound to support attracting this potential market.

4. Define and describe your overall goals.

A goal is an idea of the future or desired result that a person or group of people envisions, plans and commits to achieve.

Livingston DMO has three important overall goals in its fifth year, each related to our strategic roles.

Destination Marketing: Continue to attract high-value, low-impact visitors to the Livingston area during the winter/cooler months to address our current seasonality challenges with overcrowding, flooding and/or fire impacts in the warm season months and lack of tourism in the cooler months.

Destination Management: Educate visitors to encourage them to embrace high-value/low-impact behavior in support of our sustainable tourism challenges.

Destination Stewardship: Develop a five-year strategic vision and plan, working with other local organizations to increase the overall resiliency of Livingston’s hospitality industry.

4a. Describe proposed tactics and projects as related to overall goals and controlled by the organization in its financial statements.

Destination Marketing Goal: Continue to attract high-value, low-impact visitors to the Livingston area during the winter/cooler months to address our current seasonality challenges with overcrowding, flooding, and/or fire in the warm season months and lack of tourism in the cooler months.

Overall Objective: Increase year-over-year lodging tax collections and occupancy.

Proposed Tactics and Projects: Develop and execute a cool season marketing campaign, building on the success of the FY23 and FY24 cool season marketing campaigns, highlighting the mixture of small town experiences that includes arts, culture, events, history, food, and recreation, reaching the Experience Seeker target audience through paid, owned and earned media tactics.

Paid media tactics to include: Digital advertising, social media, and print/magazine advertising reaching target audiences; plus TBD joint venture marketing opportunities.

Owned media tactics to include: Content, video, photography, and winter itineraries shared on website, social media platforms and email marketing campaigns.

Earned media tactics to include: Working with influencers, journalists, and photographers to be included in their stories. Livingston DMO is tagged multiple times daily on social media by local and traveler media entities, providing a wide breadth of organic, timely, authentic content at no cost other than social media management time.

Destination Management Goal: Educate visitors to encourage them to embrace high-value/low-impact behavior in support of our sustainable tourism challenges.

Overall Objective: Create awareness of our “Livingston Like A Local” (working title) campaign among visitors, new residents and locals and increase year-over-year website traffic and social engagement.

Proposed Tactics and Projects: Develop and execute a “Livingston Like A Local” (working title) campaign, educating visitors and connecting with locals about Livingston’s unique but imperiled small-town culture and environmental assets. Connect with our warm season visitors both before they arrive through our website, eblasts, and social media platforms and eye-catching visuals throughout the community. Communication includes personal responses to phone calls, emails, and social media contacts, which are increasingly frequent although our DMO is not the Visitors Center in Livingston.

Owned media tactics to include: Content, video, photography, and visuals shared on the website, social media platforms and email marketing campaigns.

Earned media tactics to include: Distributing “Livingston Like A Local” swag. Working with influencers, journalists, and photographers to be included in their stories.

Destination Stewardship Goal: Develop a five-year strategic vision and plan, working with other local organizations to increase the overall resiliency of Livingston’s hospitality businesses.

Overall Objective: Proceed with strategic vision planning to build year-round economic resiliency with input from the Livingston area tourism and hospitality stakeholders.

Proposed Tactics and Projects: Tactics expected to include the following: incorporate key learnings and best practices from other strategic planning and resiliency work being conducted across the state; form a steering committee of stakeholders; review existing ITRR research and other community-wide data; distribute a follow-up survey (first survey was distributed right before the 2022 Flood) to understand and measure Livingston area hospitality and tourism related businesses’ changing thoughts on tourism; conduct listening sessions with community members to gather input; analyze and summarize findings into key takeaways; outline plan and share with stakeholders for review and adoption.

DMO Plan Objectives and Metrics

Objectives

Provide a short summary of each objective stated in the narrative section.

Destination Marketing Objective: Increase lodging tax collections for the Livingston DMO/CVB by 3% and year-over-year and increase occupancy levels for the Livingston Tourism Business Improvement District (TBID) year-over-year by 10%.

Proposed Tactics and Projects: Develop and execute a cool season marketing campaign, building on the success of the FY23 and the FY24 cool season marketing campaigns, highlighting the mixture of small town experiences that includes arts, culture, events, history, food and recreation, reaching the Experience Seeker target audience through paid, owned and earned media tactics.

Destination Management Objective: Create awareness of our “Livingston Like A Local”(working title) campaign among visitors, new residents, and locals and increase year-over-year website traffic and social engagement.

Proposed Tactics and Projects: Develop and execute a “Livingston Like A Local” (working title) campaign, educating visitors and connecting with locals about Livingston’s unique but imperiled small town culture and environmental assets. Connect with our warm season visitors both before they arrive through our website, eblasts, and social media platforms and eye-catching visuals throughout the community. Communication includes personal responses to phone calls, emails, and social media contacts, which are increasingly frequent although our DMO is not the Visitors Center in Livingston.

Overall Objective: Proceed with strategic vision planning to build year-round economic resiliency with input from the Livingston area tourism and hospitality stakeholders.

Proposed Tactics and Projects: Tactics expected to include the following: incorporate key learnings and best practices from other strategic planning and resiliency work being conducted across the state; form a steering committee of stakeholders; review existing ITRR research and other community-wide data; distribute survey to understand and measure Livingston area hospitality and tourism-related businesses’s thoughts on tourism (our first sentiment survey was conducted right before the Summer 2022 flood); conduct listening sessions with community members to gather input; analyze and summarize findings into key takeaways; outline plan and share with stakeholders for review and adoption.

*Measurable Metrics for Success**

Due to the lack of consistent spending data, the Explore Livingston Coalition is focused on the metrics which it has the ability to track and measure and/or are readily accessible from existing sources.

Destination Marketing: Increase lodging tax collections for the Livingston CVB year-over-year by 3% and increase occupancy levels for the Livingston Tourism Business Improvement District year-over-year by 10% due to a new property. Please note that because we are partners with the Livingston Tourism Business Improvement District, we are able to compare and determine increases due to occupancy levels versus increases in lodging rates. As of May 2024, lodging tax collections are up 3% over 2022 and at nearly the same levels of 2021.

<https://marketmt.com/Programs/Industry-Services-and-Outreach/Lodging-Facility-Use-Tax> and see attached graph for more details.

	2017		2018		2019		2020		2021	
1/1 - 3/31	\$24,432	(+4%)	\$28,123	(+15%)	\$22,982	(-18%)	\$23,607	(+3%)	\$35,107	(+49%)
4/1 - 6/30	\$83,190	(+10%)	\$77,560	(-7%)	\$75,476	(-3%)	\$30,840	(-59%)	\$140,867	(+357%)
7/1 - 9/30	\$150,240	(+5%)	\$129,221	(-14%)	\$138,180	(+7%)	\$124,430	(-10%)	\$255,427	(+105%)
10/1 - 12/31	\$39,767	(+6%)	\$35,871	(-10%)	\$34,097	(-5%)	\$42,960	(+26%)	\$88,417	(+106%)
Total:	\$297,629	(+6%)	\$270,776	(-9%)	\$270,735	(-0%)	\$221,836	(-18%)	\$519,818	(+134%)

	2022		2023	
1/1 - 3/31	\$57,553	(+64%)	\$57,498	(-0%)
4/1 - 6/30	\$139,396	(-1%)	\$152,466	(+9%)
7/1 - 9/30	\$222,828	(-13%)	\$237,740	(+7%)
10/1 - 12/31	\$80,870	(-9%)	\$66,359	(-18%)
Total:	\$500,648	(-4%)	\$514,063	(+3%)

Destination Management: Increase year-over-year traffic to Explore Livingston’s website and social media platforms by 10%. As of April 2024, the Explore Livingston website had seen 22,644 site sessions between Oct 2023 and March 2024. A 10% increase during FY25 would result in a total of 25,288 site sessions during the same time period. Further, our Destination Management will incorporate a new campaign “Livingston Like A Local” content into website and ongoing social media posts (minimum of 25 posts throughout FY25) and highlight “Livingston Like A Local” in email newsletters (up to 4 mentions throughout FY25).



Destination Stewardship: Secure input from community members via stakeholder engagement, survey and listening sessions to develop the five-year strategic vision and plan. We've begun the process of developing the vision and plan and will be using the research we completed in

year one as a baseline to compare with surveys and studies from regional partners to complete the process by 2027, remaining responsive and flexible to ongoing situations. Part of our reliance planning includes highlighting the arts and events as destination assets available even when weather events such as floods, fire, etc. impact visitors' access to outdoor recreation.

Will use findings from initial survey

https://www.explorelivingstonmt.com/files/ugd/cc5041_50637180935241a0a1b693f99aacf66a.pdf (completed pre-2022 floods) as reference for groundwork in Stewardship plan. We will track engagement with a minimum of 100+ community members and stakeholders and conduct, at a minimum, one public listening session. Will incorporate research and data from at least two other area entities doing similar work in order to save DMO funds and reduce duplication efforts, including Park County Community Foundation's annual "We Will" survey and report, and Yellowstone Country's Regional Tourism Resilience Plan and Resiliency Committee findings. Additionally, we will work closely with the Park County Community Foundation's brand new Park County Arts Council on their findings about arts opportunities, investments, and engagement.



Fiscal Year 2024/2025 Budget approved by the Explore Livingston DMO Board 4/29/2024 and Mt Tourism Advisory Committee 5/23/2024

Allowable Methods	Amount Budgeted
Administration	\$13,222.00
Agency Services	\$7,000.00
Earned Media/Tourism Sales	\$2,000.00
Education/Outreach	\$1,500.00
Joint Venture	\$5,500.00
Marketing Resources	\$500.00
Opportunity Marketing	\$6,387.00
Paid Media	\$10,500.00
Marketing Personnel	\$11,000.00
Website Development (Online, Website, Mobile)	\$8,500.00
	\$66,109.00
Projected Revenue FY25	66,109

A few notes from last month's Director's Report to the DMO Board to give you a sense of our engagement and current issues:

Resiliency

Next fiscal year plan includes moving forward with a strategic resiliency plan, that begun in 2022 with our tourism sentiment survey. Goal: Develop a five-year strategic vision and plan, working with other local organizations to increase the overall resiliency of Livingston's hospitality businesses.

Overall Objective: Proceed with strategic vision planning to build year-round economic resiliency with input from the Livingston area tourism and hospitality stakeholders.

Proposed Tactics and

Projects: Tactics expected to include the following: incorporate key learnings and best practices from other strategic planning and resiliency work being conducted across the state; form a steering committee of stakeholders; review existing ITRR research and other community-wide data; distribute a follow-up survey (first survey was distributed right before the 2022 Flood) to understand and measure Livingston area hospitality and tourism related businesses' changing thoughts on tourism; conduct listening sessions with community members to gather input; analyze and summarize findings into key takeaways; outline plan and share with stakeholders for review and adoption. Multiple studies we will draw from are in your packet.

Current Yellowstone Country campaigns/collaborations

- [Backstories](#), two videos featuring our own Mick & Donald of A Stone's Throw B&B, and Chip and Jenny of Pine Creek Lodge
- [Unofficial Ranger](#), features Livingston actress Stephanie Burda with Recreate Responsibly messaging
- [Resiliency studies & committees](#) – year long statewide study done by regions complete, Yellowstone Country ongoing subcommittee to discuss implementation and plans. DMO Director Kris King and PCCF's Karrie Kahle are on the committee. Will use data from both on our Resilience Strategic Plan.

New Brand MT Agency

After years of 'top down' marketing, the Mt Department of Commerce and Tourism has hired a new agency and held listening sessions with DMO/CVBs. It was a rare and invigorating discussion about what is 'authentically Montana'. Their marketing image examples of both 'new' and 'old' were largely 'Epic' sweeping vistas with motorized vehicles and all but one of twelve image examples shown with people featured young men. Not only does this not reflect our demographic (older women book trips and respond to marketing), it sets up an expectation of 'epic' stoke sports and selfie spots in which unprepared tourists need to be rescued at expense to local County and City budgets. Suggested they show more 'Intimate' (people eating together, arts, events, small local connections and moments) than 'Epic' (extreme sports, big vistas, no people, motorized vehicles) images. Our feedback is based on Board and local business input on changing the traditional tourism marketing direction to one of Destination Management and Stewardship with dispersal from over visited areas and seasons to smaller, locally initiated attractions and away from traditional marketing which focused on busy summer season and stereotypical attractions (extreme sports and motorized vehicles in wilderness, summer sold out concerts and rodeos, National Park 'bucket list' photo opportunities, etc.) It's a slow process but this is one of the more concrete examples of responsive change we've seen.

'23-24 Winter P2P Campaign Results

The second year of Winter Pick Your Path to Paradise promotion has concluded. This report contains results from Paid Ads and the Explore Livingston website throughout the duration of the campaign.

Campaign Duration

October 15, 2023 → March 4, 2024

Campaign Objective

Drive awareness to downtown Livingston activities and the surrounding areas. Drive traffic to the Explore Livingston website, specifically the Winter page.

KPIs for paid ads included impressions, clicks, CPC.

KPIs for the website included page traffic, source traffic, and newsletter subscribers.

Paid Campaign Budget

\$3,500

RESULTS BY CHANNEL

Paid Ads on Meta

Campaign Name	Amt. Spent	Link Clicks	Impressions	Reach	Cost Per Click	Frequency
WINTER '24	\$3,486	10,989	773,372	235,148	\$0.32	3.29
WINTER '23	\$3,932	9,482	1,327,685	444,993	\$0.41	2.98

The table above shows YOY Winter P2P results. The top row is this years' campaign. Some exciting results from this years campaign over last year include:

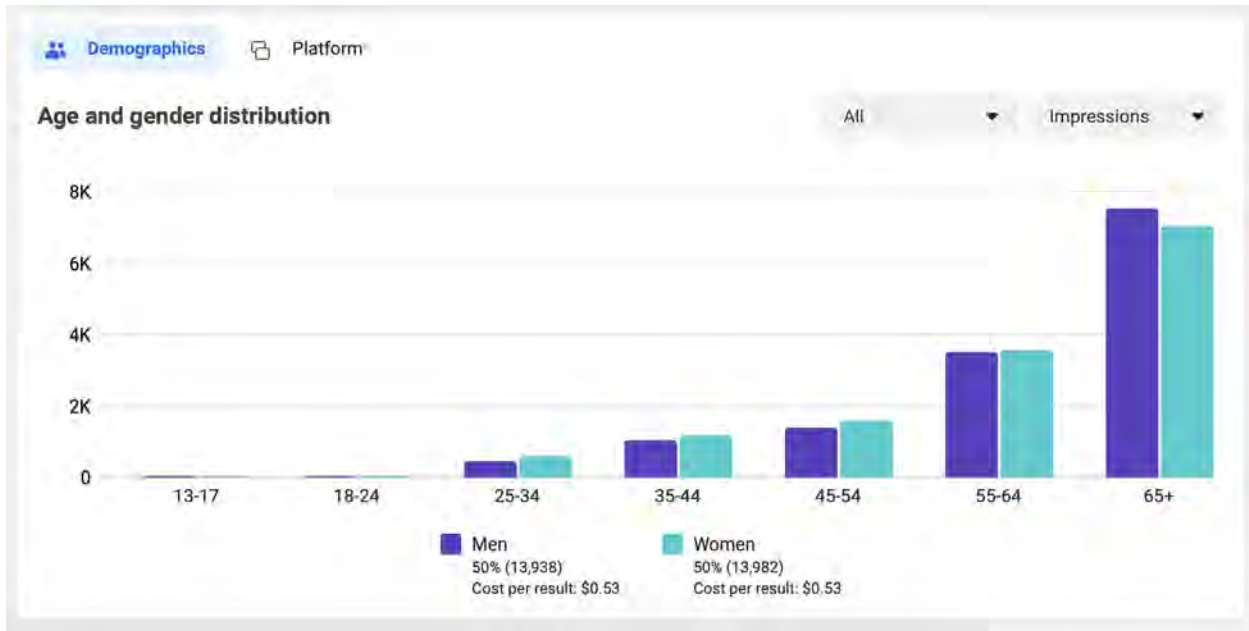
- 1,507 more clicks with a decrease in spend of \$446
- \$0.09 improvement in CPC

Ad Set Name	Spent	Link Clicks	Impressions	Cost Per Click	Frequency
Arts & Culture	\$35.67	98	11,464	\$0.36	1.67
Wildlife	\$1.58	5	527	\$0.32	1.47
Dine & Drink	\$755.10	1,750	158,125	\$0.43	2.35
Downtown / General	\$221.94	504	65,635	\$0.44	1.98
Stay & Shop	\$2,472.25	8,632	537,621	\$0.29	2.98

The table above shows a detailed breakdown of result by ad set. With emphasis on showcasing what you can do in downtown Livingston, the majority of spend landed with Dine & Drink, and Stay & Shop ad sets.

Demographics

Showing Gender and Impressions results from Winter P2P '24 ads.



Creative

Click the link below to view creatives run during this campaign on Meta.

Explore Creatives '24 - Google Drive
https://drive.google.com/drive/folders/1izR5uN4qsEumUb2GGaQpBnc_vW3XlrwU?usp=share_link

Website

Write something about the summary of results for the explore website. cover site traffic, top pages, source, session duration, and email subscriber increase.

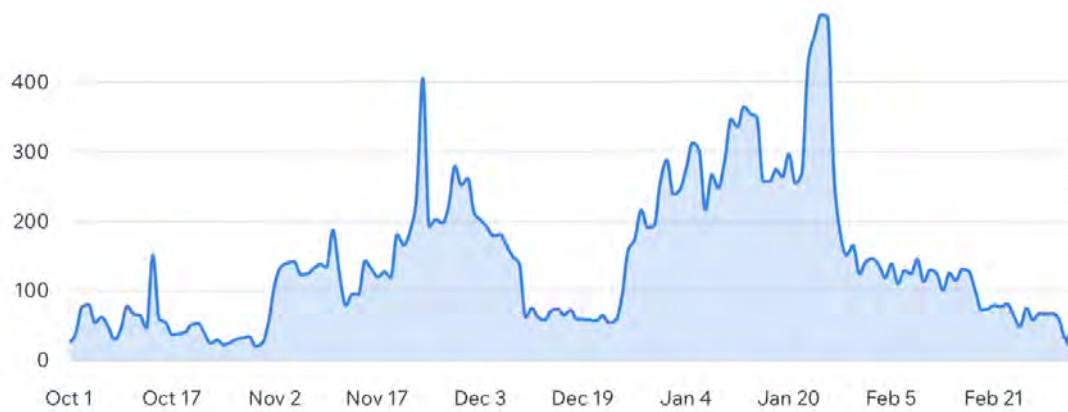
77 new newsletter subscribers were acquired during the duration of the paid campaign.

October 15, 2023 → March 4, 2024

Site sessions
22,664 ↑ 202%

Unique visitors
18,260 ↑ 186%

Sessions over time



[See Full Report](#)

New vs returning visitors



[See Full Report](#)

Sessions by device



[See Full Report](#)

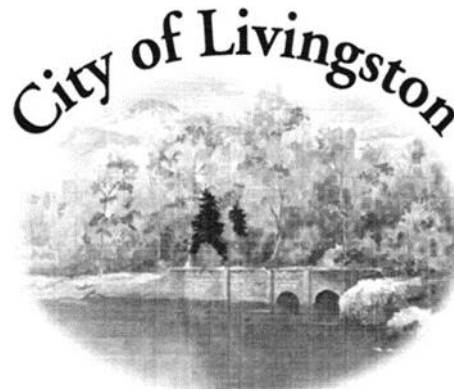
File Attachments for Item:

D. APPROVAL OF TOURISM BUSINESS IMPROVEMENT DISTRICT WORK PLAN AND BUDGET

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Tourism Business Improvement District Annual Report and Budget

Recommendation and Summary

Staff is recommending that the City Commission approve the Annual Report and Budget provided by the City’s designated Tourism Business Improvement District (TBID) by adopting the following motion:

“I move to approve the TBID Annual Work Plan and Budget”

The reasons for the recommendation are as follows:

- The new fiscal year for the Tourism Business Improvement District begins on July 1, 2024.
- The City’s designated Tourism Business Improvement District has provided their annual work plan and budget as approved by its board.

Introduction and History

The City has designated Explore Livingston as its Tourism Business Improvement District (TBID). Pursuant to Chapter 12 of Title 7 of the Montana Code Annotated (MCA), the annual work plan and budget must be approved by the City Commission before the TBID may receive funds.

Analysis

The Explore Livingston TBID Board has approved the attached budget and work plan and it is presented to the Commission as approved.

Fiscal Impact

There is no fiscal impact associated with this approval.

Strategic Alignment

This action is required by MCA in order for the TBID to receive funds.

Attachments

Attachment A: Annual Plan and Budget

EXPLORE LIVINGSTON COALITION ORGANIZATION FLOW CHART



Downtown Livingston Business Improvement District (LBID)
NONPROFIT OVERSEER



Montana Tourism Advisory Committee (TAC)
DMO RULES & REGULATIONS

Montana Statutes
STATE RULES & REGULATIONS

Livingston City Commission
APPROVES BOARD MEMBERS & BUDGETS AFTER RECOMMENDATIONS FROM LBID, DMO & TBID BOARDS

Livingston Destination Management Organization (DMO)
DESTINATION MARKETING & MANAGEMENT BOARD
Funding: percentage of Lodging Facility Use Tax collected in Livingston

Downtown Livingston Business Improvement District (LBID)
DOWNTOWN VITALITY BOARD
Funding: assessment of building owners in the district

Livingston Tourism Business Improvement District (TBID)
HOTEL OCCUPANCY BOARD
Funding: \$2/per night per room in hotels/motels in Livingston city limits

Coalition shares Executive Director, expenses & projects

Executive Director

Contract Workers



Explore Livingston Coalition is a collaboration of non-profit organizations whose goal is to build a sustainable year-round economy in Livingston while providing strategic stewardship to preserve quality of life and place for residents and quality of experience for visitors.

Global Tourism Economy
 Nationally In 2023 the U.S Travel & Tourism sector's GDP contribution grew by 7% to reach a total of \$2.36TN. Travel & Tourism jobs rose by 656,000 to reach 18MN across the country.
 Internationally, the tourism sector generates about 10% of global income, or 1 in 10 jobs.

Tourism Economy Fast Facts

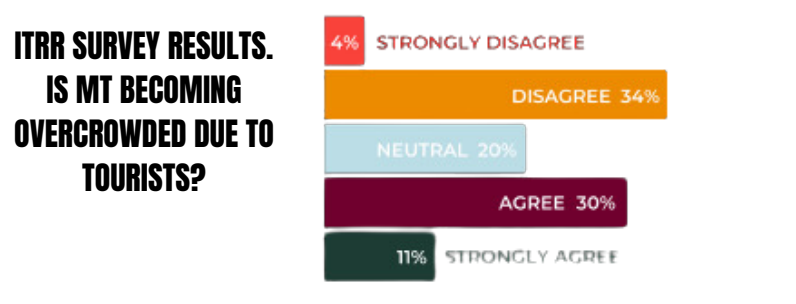
Park County bed tax collections in 2023 were up 13% from 2022, nearing collections from the pandemic banner year of 2021, which was up 56% from 2020.

Tourism in Montana is expected to stabilize in the coming years, increasing 5-10% a year.

Our Cool Season Marketing Benefits
 Average visitor spending in Park County increased by more than 16% in the cool season year over year
 Cool season length of stay for non-resident visitors increased from 5.6 nights in 2022 to 9.4 nights in 2023

Livingston Hotel Bed Tax Fund
 TBID collections went from \$50k in 2019 to \$118k in 2023, with a high of \$160k in 2021.
 Some increases are due to one new hotel and another hotel will be in operation by this summer.

ITRR Survey | 2023 Montana Residents Attitudes on Tourism
 69% OF RESIDENTS AGREE THAT TOURISM BENEFITS OUTWEIGH THE NEGATIVE IMPACTS
 75% OF RESIDENTS AGREE THAT TOURISM PROMOTION BY THE STATE BENEFITED THEIR COMMUNITY ECONOMICALLY



- Explore Livingston Coalition's 3 groups have individual missions, funding sources, regulations, and boards but share resources and a Director to strengthen Livingston's economy & vitality.**
- **TBID** - Tourism District collects \$2/night fees that fund hotel occupancy events & programs.
 - **LBID** - Downtown District building owner assessments fund Downtown beautification projects and Downtown business vitality.
 - **DMO** Destination Management (formerly CVB) State Commerce distributes hotel bed tax funds for visitor marketing & destination stewardship projects.

Tourism districts and bed tax dollars benefit the local economy, are locally led, and do not require any funds from locals to pay for projects or services. Visitors who stay in hotels in Livingston fund marketing, events, the arts, sporting events, projects like murals and more. Bed taxes (hotels and short term rentals) are used to market Livingston as a year-round destination and to provide stewardship educating visitors about responsible visitation and recreation, and strategically dispersing visitors geographically and seasonally to maintain local access to favorite amenities as much as possible. Marketing Livingston in the cool season and highlighting our vibrant arts, culinary, history and literary cultures creates a more resilient year-round economy less vulnerable to weather and natural disasters while strengthening those amenities for locals to enjoy.

Learn more at explorelivingstonmt.com
info@explorelivingstonmt.com



Annual Report & Budget FY24/25

Mission Statement

Tourism Business Improvement District (TBID) Mission is to enhance the economic vitality of Livingston by generating room nights for the city’s lodging facilities through effective sales and marketing strategies, building collaborative partnerships and promoting Livingston as a year-round visitor, convention, and event destination.

Vision

The TBID seeks to strengthen Livingston’s year-round economy by attracting visitors and overnight guests to stay in the hotels and motels within City Limits by supporting projects and events that draw visitors and enhances their stay. We seek to inform and inspire warm season visitors, and market the cooler season to increase visitation.

Funding and Focus

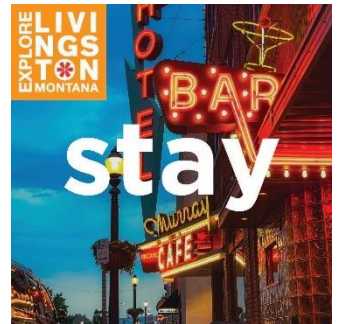
The Livingston TBID is funded by a flat fee of \$2 per room night on individuals staying at lodging facilities within the Livingston city limits. In addition to marketing; event grant and project funding is available for events, programs, and projects that promote visitation, tourism, and improve the tourist experience within Livingston as specified by the Livingston TBID Board of Directors.

Board

TBID is governed by a Board of Trustees with each member serving a term of four years. The Livingston City Commission approves board members following recommendations by the TBID Board. Board Members must be Hotel/Motel owners (or their designees), up to date on TBID fees, strong collaborators, and we seek balanced representation from larger, midsized, and small lodging properties.

2024 TBID Board of Directors (in order of board roles and alphabetically)

- Kathleen Kaul, Chair, Owner Murray Hotel
- Alex Reichert, Vice Chair, General Manager Fairfield Inn & Suites
- Melinda Zoeckler, Secretary/Treasurer, Assistant GM Fairfield Inn & Suites
- Angelika Amant, General Manager Country Motor Inn
- Doug Braham, Principal Owner Fairfield Inn & Suites, Home2 Suites
- Zoe Randall, Property Manager The Historic Murray Hotel





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TBID’s Executive Director is overseen by and responsive to the Board. Director services, office and administration expenses are shared by the Explore Livingston Coalition.

Board Meeting agendas and Minutes are noticed at <https://www.explorelivingstonmt.com/tbid>

Website <https://www.explorelivingstonmt.com/>

Facebook <https://www.facebook.com/explorelivingstonmt>

Instagram https://www.instagram.com/explore_livingston_mt

Hashtag #ExploreLivingstonMt

FY23/24 Achievements and Challenges

Strong productive partnership with Explore Livingston Coalition which includes the Downtown Livingston Business Improvement District (LBID) and Livingston Destination Management Organization (DMO) with shared administration and storage costs and office at 124 South Main Street, Suite 210. Explore Livingston has invested in forging new relationships and working closely with wide-ranging collaborative local, regional, and statewide partners.



Marketing & Outreach

Explore Livingston Coalition has completed coordinated branding, and a tourism information website with weekly updates on an event calendar and ever-changing area restaurants and hospitality related businesses and resources. **The top two web pages visited are Events, then Restaurants. Website visits and unique visitors were up over 200% following our 23/24 paid winter marketing.** Take [the Paradise Pledge](#) is a recreation amenity pop-up for visitors to sign and learn more about recreating responsibly in our area. New website additions include a customized map of amenities by category, a Field Guide with itineraries, updating imagery and field guides by season, and film resource page including movies filmed here [explorelivingstonmt.com/movies-filming](https://www.explorelivingstonmt.com/movies-filming)



TBID continues to distribute an evergreen, always up to date visitor’s pocket guide (that locals can benefit from also.) Over 15,000 pocket-sized cards have been distributed to lodging and other hospitality locations for visitors with a QR code to our website with inclusive and extensive visitor amenities and resources. Last year we published and distributed winter event and summer event posters, table tents and coasters so that visitors (and locals) know of the **many events in our region – up to 50 events weekly!**



Annual Report & Budget FY24/25

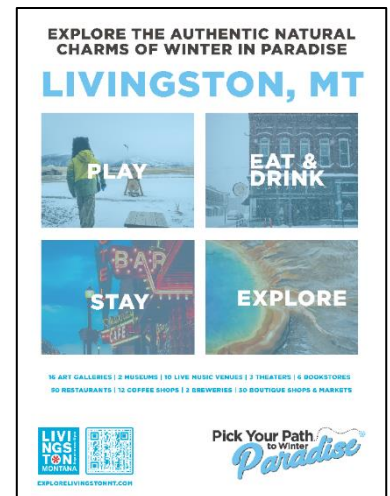
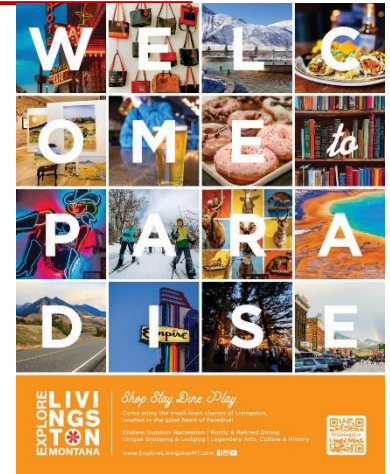
In the coming year, we will be designing event poster templates for each busy warm season and holiday season month as well as coordinated social media posts for a cohesive, easy-to-read branded look. TBID will have an evergreen ad template with a similar grid style to Downtown LBID and the Explore Livingston DMO; each promoting their mission with a vibrant, cohesive look.

TBID continues to market our cooler/shoulder season visitation and events through multi-media marketing campaigns. Print and digital ads in: National/International platforms: *Trip Advisor, Teads, Sojern, Travel Taste & Tours, and Northwest Trave.* Regionally (for winter drive market and events): *Montana Quarterly Magazine, Park County Community Journal's Traveler's Guide* plus holiday event Radio spots on Yellowstone Public Radio, KGLT, MPR and Townsquare Media (XL Country, KZMY, KMMS FM & AM.)

Events

~ Light Up Livingston will be in its 4th year in 2024. This Depot Park free event celebrating the Holiday Lights of Livingston is in coordination with "Small Business Saturday" to promote small business shopping with a Small Business Saturday Scavenger Hunt give away with thousands of dollars in merchandise and gift cards to participants. The free family activities, refreshments, holiday characters, hayrides, model rail visits attract an average of 4,000 attendees. While marketing this event, TBID invests significantly in marketing ALL holiday events (more than 2 dozen!) In addition to paid digital and print, social, and radio we did table tents, coasters, and posters last year with listings and QR codes to all events so that everywhere guests go they have easy access to info.

~ In 2023, at the request of businesses on under-visited 2nd Street, we revived Oktoberfest (after a 20-year dormancy) on October 14th that was a rousing success. An estimated 1,500 people packed one block of 2nd Street in just 3 hours. We partnered with 2nd Street businesses, nonprofits, and food trucks and there is demand for a bigger event this year. We did a Small Business Scavenger Hunt to bring visitors into lesser visited Callender and 2nd Street shops, bars, and restaurants with prizes to further leverage those marketing dollars to impact local businesses.





Annual Report & Budget FY24/25

Grants – To date over \$120,000 in grants have been awarded. A spreadsheet of TBID funded events and projects is below but they include: Gallery Association ArtWalks, Livingston Songwriters Festival, LDBOBA Yellow Bus Tours, Oktoberfest, Light Up Livingston, Yellowstone Harvest Festival and ITRR tourism survey, Joy of the Journey film, Yellowstone Revealed All Nations Light-up Teepee Village and Rematriation performances, MHLA and Voices of Montana Tourism sponsorship, Electric Vehicle Charging Station Mural, Wishberry Hollow, Park County Recreation Rink, Night Owl Run, Livingston Braves American Legion Baseball, and co-paid for Google 360 photos for 20 area hospitality businesses. Several event Sponsorships included free TBID ads in the event program.

group	project	date	amount
Livingston Downtown Business Owners and Building Association	Yellowstone Bus Tours	5/21/2024	\$4,000
Livingston Gallery Association	Annual ArtWalks	5/21/2024	\$1,000
Rocky Mountain Songwriter Festivals Inc.	Livingston Songwriters Festival	5/21/2024	\$5,000
Wishberry Hollow	Pixie Community Installation	4/5/2024	\$3,000
Shane Center	2024 season	1/30/2024	\$2,500
Voices of Montana Tourism	Legislative session	1/30/2024	\$1,000
Mt Hospitality & Lodging Association	Annual Membership	11/28/2023	\$250
Night Owl Run	15th Annual Fun Run	9/9/2023	\$1,000
Holiday Lights of Livingston	New electrical outlets for lights	10/23/2023	\$10,000
Wishberry Hollow	Pixie Community Installation	7/28/2023	\$3,000
Tap Into Mt	Brew Fest	6/24/2023	\$3,000
Yellowstone Gateway Museum	Yellowstone Art Exhibit	6/24/2023	\$7,500
Brewfest	Tap Into Mt Brewfest	5/22/2023	\$3,000
Ferry Landing Arts, Recreation & Events	Yellowstone Harvest Fest event	4/20/2023	\$10,000
Joy of the Journey	Additional footage of Livingston to YNP film	3/21/2023	\$3,500
Park County Recreation Rink	Free Skating Sponsorship	2/1/2023	\$400
Ferry Landing Arts, Recreation & Events	Windrider Transit to Yellowstone Harvest Festival	9/24/2022	\$1,000
Ferry Landing Arts, Recreation & Events	Yellowstone Harvest Fest event infrastructure (tent, tables etc.)	9/24/2022	\$5,000
Night Owl Run	14th Annual Fun Run	9/9/2022	\$1,000



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Joy of the Journey	Livingston to YNP film	8/23/2022	\$6,000
Mountain Time Arts	All Nations Teepee Village in Gardiner	8/23/2022	\$5,000
Wishberry Hollow	Pixie Community Installation	7/29/2022	\$4,500
Shane Center	2023 Production of 2 Musicals	7/15/2022	\$5,000
Voices of Montana Tourism	2022 Legislative session	7/7/2022	\$1,000
Yellowstone Revealed	All Nations Light-up Teepee Village	7/5/2022	\$5,000
Windrider Transit	Downtown Summer Shuttle	6/12/2022	\$7,500
Park County Recreation Rink	Free Skating Sponsorship	1/1/2022	\$600
Park County Rec Dept.	Chamber fee waiver to shut down street for the Holiday Stroll	11/2/2021	\$500
Creek to Peak	Soap Box Derby	10/15/2021	\$6,412
Livingston Braves	American Legion Baseball	7/21/2021	\$7,685
Livingston Area Chamber	July 2nd Parade portapotties	5/22/2021	\$850
Creek to Peak	Soap Box Derby	4/18/2020	\$5,000

Opportunities

+ Home2Suites has opened June 2024, **increasing our city’s available hotel rooms by 90, to a total of 370** (that does not include the Yellowstone Park Inn which is under construction.) This will also increase TBID funds, which are invested back in the economy.

+ Film location – Livingston was named by the Department of Commerce as the Film Community of the Year in 2024 and more movies were filmed in our region than anywhere else in the state in 2023. Film crews increase hotel occupancy, especially in the cool season when it is needed the most. **Curious about movies filmed here? Check out our resource page, which includes City contact info, at <https://www.explorelivingstonmt.com/movies-filming>**

+ Educating the public about the benefits of the tourism economy. **Thank you to the City Commission for responding to our request and declaring a resolution acknowledging National Travel & Tourism Week and helping get the statistics out about our region’s largest economy – tourism.** TBID will be working on projects in the coming year to help educate the public about how tourism dollars benefit them.



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TBID is in a unique position in that they collect funds directly from visitors not locals, spending decisions are entirely in the hands of local hoteliers (although State legislators are likely to try and gain control at the next session again), and **without asking locals for funds, they underwrite events and projects that benefit locals; from marketing the cool season when visitation is desired (and not marketing summer when it’s already busy), create or fund new events in the cool season that locals can enjoy including Oktoberfest, Light Up Livingston and new in 2024 Livingston Songwriters Festival, spending funds to promote all area events (not just those with TBID grants), offering grants to offset event expenses like the City’s Street Closure fees, and educating visitors about recreating responsibly (the goal is to keep City and County funds from having to be used to rescue visitors) and not advertising already popular and over-accessed amenities like fishing the Yellowstone River or sold-out rodeos and concerts, to preserve as much local’s access to these amenities as possible.**

+ The first ever all-TBID Statewide meeting this year was very productive – each TBID in the state has a different structure; some are stand-alone, some are with the Destination Management Organizations, and some with a Chamber, although a minority of TBIDs statewide are Chamber affiliated. Montana TBIDs will continue to share resources, create a website, work with attorneys who specialize in TBID issues, and work together during the State Legislative session when local hotelier control of TBID funds is often threatened.

Challenges

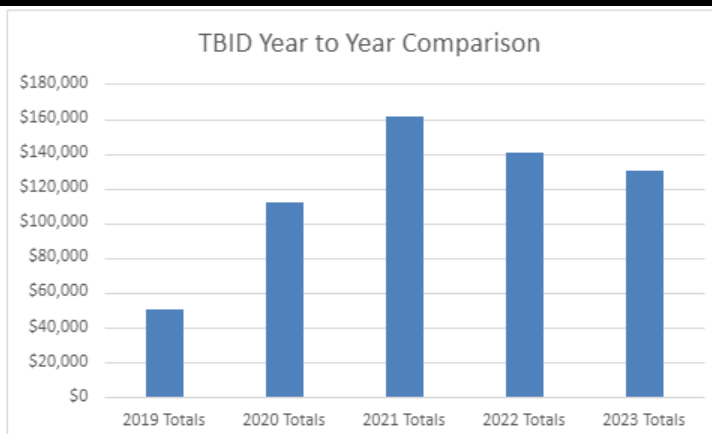
- Affordable workforce housing, thus workforce, remains hospitality businesses’ greatest challenge.
- Disproportionately busy summers, when historically there are few vacancies, and fewer visitors and destination events during the cool season undermines the economic stability of lodging properties.
- Several TBID hotels/motels chronically do not pay their fees, leading to increased admin time reminding them, and lost revenue. Threats of escalating late fees have not helped and they will no longer be included in marketing. **We are interested in the City collecting TBID assessments so they can put a lien on delinquent properties, we do not have any regulatory way to force payment.**



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FY 24/25 Budget passed by the TBID Board at their 5/21/2024 meeting below. Followed by year-to-year assessment comparison. Profit and Loss for Fiscal Year to Date also attached.

FY24/25 Income/Expense Category & Budget	Budget
Income/Revenue Estimates	
Quarter 1 - TBID Assessment	\$23,000
Quarter 2 - TBID Assessment	\$40,000
Quarter 3 - TBID Assessment	\$54,000
Quarter 4 - TBID Assessment	\$27,000
<i>2 years outstanding from Yellowstone Park Inn & Suites</i>	<i>(\$50,000)</i>
Total Income	\$1,440,000
Plus reserve, CD earning interest	\$22,533
Expenses Projected	
Accounting Expenses, Bank Fees, Dues	\$4,000
General Admin (office, rental, tech, insurance, supplies)	\$14,000
Payroll & staffing	\$36,000
Consultant/Contractor, including Design	\$5,000
Events, Grants & Sponsorships	\$70,000
Marketing, Print & Digital Advertising (State, National, Intl)	\$15,000
Total Expenses	\$ 144,000



**Livingston TBID
Profit & Loss**
July 2023 through April 2024

	<u>Jul - Sep 23</u>	<u>Oct - Dec 23</u>	<u>Jan - Mar 24</u>	<u>Apr 24</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
TBID Hotel Income	11,640.00	74,284.00	25,720.00	0.00	111,644.00
Total Income	<u>11,640.00</u>	<u>74,284.00</u>	<u>25,720.00</u>	<u>0.00</u>	<u>111,644.00</u>
Gross Profit	11,640.00	74,284.00	25,720.00	0.00	111,644.00
Expense					
General & Administrative					
Accounting & Tax	292.50	550.00	0.00	0.00	842.50
Advertising	9.83	4,408.28	11.97	3.99	4,434.07
Bookkeeping	150.00	935.00	710.00	0.00	1,795.00
Conference & Meetings	92.15	62.50	0.00	0.00	154.65
Dues & Licenses	149.90	250.00	0.00	0.00	399.90
Insurance - D&O	0.00	575.00	0.00	0.00	575.00
Marketing Personnel	0.00	125.00	0.00	0.00	125.00
Office Supplies	363.52	151.13	11.18	0.00	525.83
PO Box Rental	176.00	0.00	0.00	0.00	176.00
Postage	0.00	73.98	0.00	0.00	73.98
Shared Office Rent	1,050.00	1,050.00	1,050.00	350.00	3,500.00
Telephone & Internet	352.07	432.65	435.08	26.40	1,246.20
Website	0.00	0.00	12.99	21.99	34.98
General & Administrative - Ot	0.00	0.00	0.00	490.00	490.00
Total General & Administrative	<u>2,635.97</u>	<u>8,613.54</u>	<u>2,231.22</u>	<u>892.38</u>	<u>14,373.11</u>
Program Services					
CVB Safety Grant.					
Grants					
Yellowstone Harvest Fe	0.00	540.00	0.00	0.00	540.00
Total Grants	<u>0.00</u>	<u>540.00</u>	<u>0.00</u>	<u>0.00</u>	<u>540.00</u>
Social Media & Website	<u>0.00</u>	<u>3.99</u>	<u>0.00</u>	<u>0.00</u>	<u>3.99</u>
Total CVB Safety Grant.	<u>0.00</u>	<u>543.99</u>	<u>0.00</u>	<u>0.00</u>	<u>543.99</u>
TBID.					
Consulting	0.00	750.00	0.00	0.00	750.00
Design	82.50	3,018.80	0.00	0.00	3,101.30
Event Sponsorship					
Light Up Livingston	10,000.00	6,967.87	144.00	0.00	17,111.87
Oktoberfest	2,420.15	5,019.26	0.00	0.00	7,439.41
Wishberry Hollow	0.00	0.00	0.00	3,000.00	3,000.00
Yellowstone Harvest Fe	350.00	0.00	0.00	0.00	350.00
Event Sponsorship - Ot	1,349.00	60.89	0.00	0.00	1,409.89
Total Event Sponsorship	<u>14,119.15</u>	<u>12,048.02</u>	<u>144.00</u>	<u>3,000.00</u>	<u>29,311.17</u>
Executive Director	0.00	0.00	379.26	0.00	379.26
Grants	400.00	0.00	8,500.00	0.00	8,900.00
Marketing	5,250.00	194.27	-3,160.00	607.50	2,891.77
Print & Digital Advertising	2,830.04	2,586.99	1,106.88	0.00	6,523.91
Total TBID.	<u>22,681.69</u>	<u>18,598.08</u>	<u>6,970.14</u>	<u>3,607.50</u>	<u>51,857.41</u>
Total Program Services	<u>22,681.69</u>	<u>19,142.07</u>	<u>6,970.14</u>	<u>3,607.50</u>	<u>52,401.40</u>
Reconciliation Discrepancies	<u>-100.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-100.52</u>
Total Expense	<u>25,217.14</u>	<u>27,755.61</u>	<u>9,201.36</u>	<u>4,499.88</u>	<u>66,673.99</u>
Net Ordinary Income	<u>-13,577.14</u>	<u>46,528.39</u>	<u>16,518.64</u>	<u>-4,499.88</u>	<u>44,970.01</u>
Other Income/Expense					
Other Expense					
Ask My Accountant	0.00	1,148.22	0.00	0.00	1,148.22
Total Other Expense	<u>0.00</u>	<u>1,148.22</u>	<u>0.00</u>	<u>0.00</u>	<u>1,148.22</u>
Net Other Income	<u>0.00</u>	<u>-1,148.22</u>	<u>0.00</u>	<u>0.00</u>	<u>-1,148.22</u>
Net Income	<u><u>-13,577.14</u></u>	<u><u>45,380.17</u></u>	<u><u>16,518.64</u></u>	<u><u>-4,499.88</u></u>	<u><u>43,821.79</u></u>

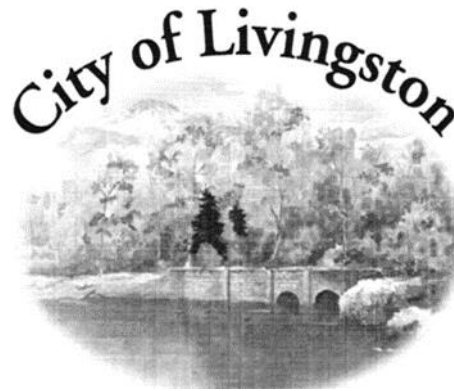
File Attachments for Item:

E. APPROVAL OF LIVINGSTON BUSINESS IMPROVEMENT DISTRICT WORK PLAN AND BUDGET

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Business Improvement District Annual Report and Budget

Recommendation and Summary

Staff is recommending that the City Commission approve the Annual Report and Budget provided by the City’s designated Business Improvement District (BID) by adopting the following motion:

“I move to approve the BID Annual Work Plan and Budget”

The reasons for the recommendation are as follows:

- The new fiscal year for the Business Improvement District begins on July 1, 2024.
- The City’s designated Business Improvement District has provided their annual work plan and budget as approved by its board.

Introduction and History

The City has designated Explore Livingston as its Business Improvement District (BID). Pursuant to Chapter 12 of Title 7 of the Montana Code Annotated (MCA), the annual work plan and budget must be approved by the City Commission before the BID may receive funds.

Analysis

The Explore Livingston BID Board has approved the attached budget and work plan and it is presented to the Commission as approved.

Fiscal Impact

There is no fiscal impact associated with this approval.

Strategic Alignment

This action is required by MCA in order for the BID to receive funds.

Attachments

Attachment A: Annual Plan and Budget



Annual Report & Budget FY24/25

Mission Statement

The Livingston Business Improvement District (LBID) enhances the vitality of downtown Livingston by facilitating commerce, enhancing streetscapes, conducting maintenance, and improving security and safety.

Vision

The LBID seeks to be one of the motivating forces behind a successful business district which preserves our historic downtown, enriches our culture and continues to improve and maintain the physical appearance and aesthetics of the District in order to continue to attract long-term and viable businesses, invigorate community activity and enhance visitor experiences.

Organizational Structure

In 2011, more than 60% of property owners within the proposed LBID boundaries signed a petition in favor of a District and the Livingston City Commission approved its formation. The LBID was formed and boundaries within the District were established. The stated purpose of the LBID is to promote the health, safety, prosperity, security and general welfare of the inhabitants of the City of Livingston and the District. Listed within the City of Livingston Resolution 4178, the LBID will also: 1) facilitate an improved business climate; 2) improve the functional characteristics of the business district; 3) conserve the historic district; and, 4) develop a strong, aggressive marketing program.

Pursuant to MCA 7-12-1141, on December 15, 2020, the LBID was unanimously renewed by Livingston City Commission Resolution 4932 from March 2021 to March 2031.

The LBID programs and services are funded by an annual special assessment of property owners within the District boundaries. Commercial and partially commercial properties are subject to the BID assessment. Exclusively residential properties, properties used for manufacturing and properties determined to be exempt from real estate taxes are not assessed. As of 2023, there were 222 property owners within the District contributing to the tax base. Taxes paid by property owners are based on the footprint of the property within the District. The LBID assessment is applied to the annual property tax bills and is collected by the City of Livingston as part of property taxes. The funds are held by City Finance Office in a segregated account and disbursed to the LBID checking account at a separate financial institution.





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LBID Board

The LBID is governed by a seven-member Board of Trustees with each member serving a term of four years. The Livingston City Commission approves new or re-applying board members when terms expire. The 2023 LBID Board includes District property owners (or their designees):

- Dale Sexton, Chair – Owner of Dan Baileys Outdoor Co.
- Tyler Erickson, Vice Chair – Owner of American Bank
- Megan Eubank – Owner of Eubank Creative
- Dale Hopkins – Owner of the Kitchen Shop on Main
- James Langteaux – Owner of Tru North Cafe
- Brian Menges – Owner of 2nd Street Bistro, Murray Bar and Gils Goods
- Lauren Silano – Owner of Neptune’s Taphouse & Eatery

LBID’s Executive Director is supervised by the board and her services and administration expenses are shared by the Explore Livingston Coalition.

Board Meeting agendas and Minutes are noticed at <https://www.downtownlivingston.org/meeting-minute-archive>

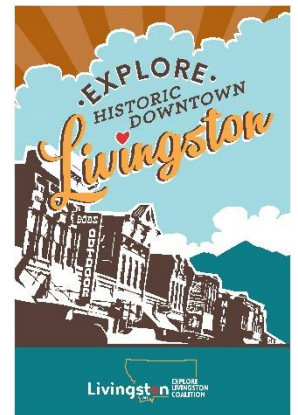
Website <https://www.downtownlivingston.org/>
Facebook <https://www.facebook.com/DowntownLivingstonMontana/>
Instagram https://www.instagram.com/livingston_bid/
Hashtags #DowntownLivingstonMT #LifelsDowntown

Overview

LBID's role is to fill the gap in downtown services that local government and other organizations have been unable to provide and which individual businesses cannot accomplish on their own. Primary projects include: marketing Downtown Livingston as a vibrant destination, advocating for District businesses, emptying Downtown District sidewalk garbage receptacles, maintaining Downtown light post banners for local nonprofits and community events, snowflake light decor, and flower baskets. LBID also maintains Explore Historic Downtown wayfinding light post banners spanning Park Street from 8th to O Street in addition to District banners.

FY23/24 Achievements and Challenges

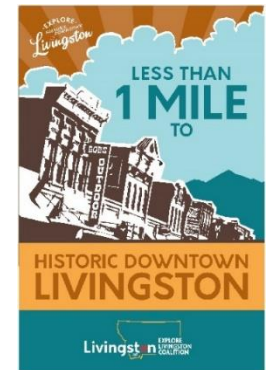
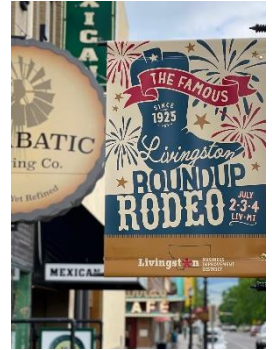
District Sidewalk Garbage Removal – The history of the sidewalk garbage receptacles predates the LBID, with individual businesses sponsoring the installation and emptying of the black metal containers (and two green ones near American



Bank) outside their business. Over the years, a total of 30 hand-crafted metal receptacles have been installed with the URA paying for the receptacle, the City of Livingston overseeing bolting them safely to the sidewalk, and the LBID hiring contract staff to empty thousands of pounds of garbage by hand. The City empties alley way garbage accessible by vehicle, but the sidewalk garbage must be emptied by hand. Last year the LBID Board identified removal of garbage from Downtown sidewalk receptacles as our #1 priority. The amount of garbage in these receptacles has increased as visitors and downtown residents use them to dump household and vehicle garbage bags, the unhoused population increases, and there are more Downtown public events with alcohol and food containers. The City of Livingston provides overflow bins for when the Transfer Station is closed on busy summer weekends. Having stable contract staffing to check them frequently, most days in the summer, continues has been a significant challenge.

Flower Basket Program – Growing from its start of 24 baskets in 2016, there are currently 34 baskets grown and maintained on the downtown light poles within the District through a contract with a local grower Heather’s Garden Service. The flower contractor also contracts to water the flowers, as having the person who empties the garbage also water the flowers was no longer feasible. While the flower contractor is more focused on flower health and the baskets thrive with more dedicated watering, this does require two work trucks; one for garbage and one for flowers which increases vehicle costs. **Thanks to the City of Livingston for stepping up as a partner in FY 23/24 to help fund the flower baskets after the Urban Renewal Agency (URA) stopped their partnership support.**

Banner Program - LBID has designed, approved and had over a dozen banner designs produced since the program began. Spring/Summer-themed banners are installed from April through late September and winter-themed banners are installed from October through April. In 2023 we added wayfinding banners leading into the Downtown District on Park Street from 8th to O Streets with distances to Downtown. The LBID Banner Program is intended to identify the downtown service area; add character and vitality to the downtown streetscapes; and, publicize a diverse range of events, activities and attractions. Approved banners for local nonprofit events and programs can be displayed in the downtown area for a nominal fee. This funding mechanism supports future banner bracket purchases and other downtown equipment and beautification needs. LBID has paid for banner design and maintenance on: Welcome to Downtown (4 designs) Shop and Celebrate Local banners (warm and cool season designs), 4th of July/Rodeo banners, and the Wayfinding “Explore Historic Downtown Livingston” banners. Banner purchase and





Annual Report & Budget FY24/25

maintenance (\$1/day per banner) paid for by nonprofit organizations include: Livingston Gallery Association ArtWalks, Park County Community Foundation Give a Hoot, Yellowstone Bus Tours, LiveWell49 Suicide Prevention month, TBID’s Light Up Livingston, Montana Freshwater Partners Give Back to the Yellowstone, and Windrider Transit.

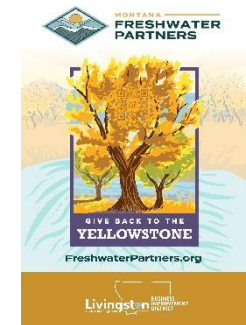
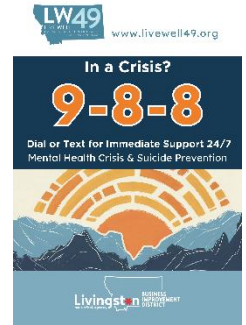
Lamp Post Holiday Snowflake Decorations – In a program begun in 2020, 4-foot and 3-foot LED snowflake lights are hung and lit on downtown lamp posts by LBID annually, from November to February. These were selected to withstand high winds and snow and have a timeless, classy winter appeal beyond just the holidays. In 2021, in collaboration with the Holiday Lights Committee and Tourism Improvement District (TBID) additional snowflake decorations were purchased (in a different design and size that complement the original snowflake designs) for a total of 89.

Graffiti Remediation – While graffiti incidents, especially in alleys, on the rise have struggled to hire contract labor with the skills and time to mitigate graffiti as much as we would like. We are open to partnerships and solutions from anyone with ideas to address the issue.

District Business Support - Including shop local banners and posters; information about relevant happenings such as downtown construction and safety issues; and, grant, support, training, business and funding opportunities. **New in 2023, we began sharing our Downtown office space with Prospera who conducts free business coaching services in Livingston the 3rd Friday of each month.** We have expanded our business resource web information with business support services from Park Local Development Corporation, Prospera, and funding opportunities for buildings and businesses. Also new on the website is a **comprehensive business listing of Downtown District businesses.** In the coming year, we will distribute Downtown print materials with a QR code to that District business listing, as business turnover Downtown changes every month a printed list of businesses would be immediately out of date.

Media Outlet Relationships - Frequent communication with television and print media to promote Livingston, the District, businesses, events and area news. We pitch at least one Downtown story to television and print media monthly.

Online and Social Media Presence - Through social media posts and videos, we promote District businesses’ events, products, and news - and the area - to increase commercial traffic to Downtown. **Social media promoting Downtown businesses, events and news averages 75 posts per month.** We send out a periodic newsletter with resources, news and opportunities for District businesses.





Annual Report & Budget FY24/25

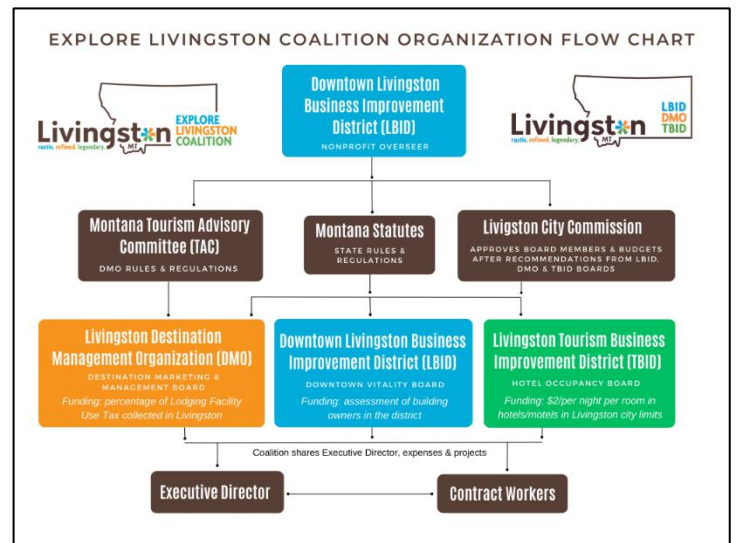
Co-hosting the 2024 Montana Main Street & Downtown Conference

For the first time, a larger town and smaller town are co-hosting the annual statewide conference October 23-25. Bozeman will host the afternoon of the 23rd and morning of the 25th and Livingston will host the day of the 24th. This informative and interactive conference is open to Main Street and downtown district promoters, elected officials, city staff and planners, architects, engineers, property owners, business owners, chambers of commerce, and anyone interested in promoting and revitalizing downtowns and Main Streets. We are honored to be co-hosting for the first time in Livingston’s history and hope you will all join us for tours, speakers, panels, and gatherings.



Coordinating Tourism Effort Partnerships – LBID

is the lead nonprofit organization in overseeing the Explore Livingston Coalition in partnership with the Livingston Destination Management Organization (DMO) and Tourism Business Improvement District (TBID). The three groups share administration, marketing, planning, and resource development to amplify their annual budgets and impact. Together they promote Livingston, including Downtown Livingston, through beautification, economic development and marketing events to increase tourism, create visitor education campaigns, and Destination Management stewardship projects. We partner also on letters in support related to various Livingston and Park County community projects, such as the Downtown Elks Lodge rehabilitation.

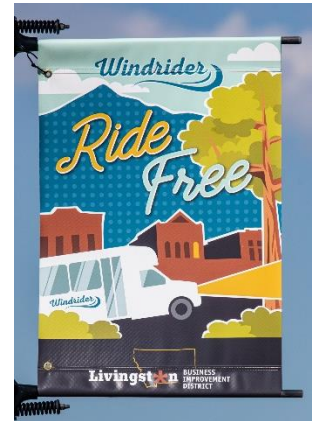


Downtown Master Plan

The LBID has been involved in supporting the Downtown Master Plan process overseen by the Livingston City Planning Department. We are hosting the Downtown Master Plan webpage, helped design and hang community engagement posters in the summer of 2023, participated and invited Downtown businesses to community engagement sessions, and promoted engagement on our social media channels and eblasts. We’re pleased that there was additionally a Downtown parking and housing study and gateway and wayfinding study and look forward to the unveiling of the plan in the Summer of 2024 and ways to support implementation and outreach.

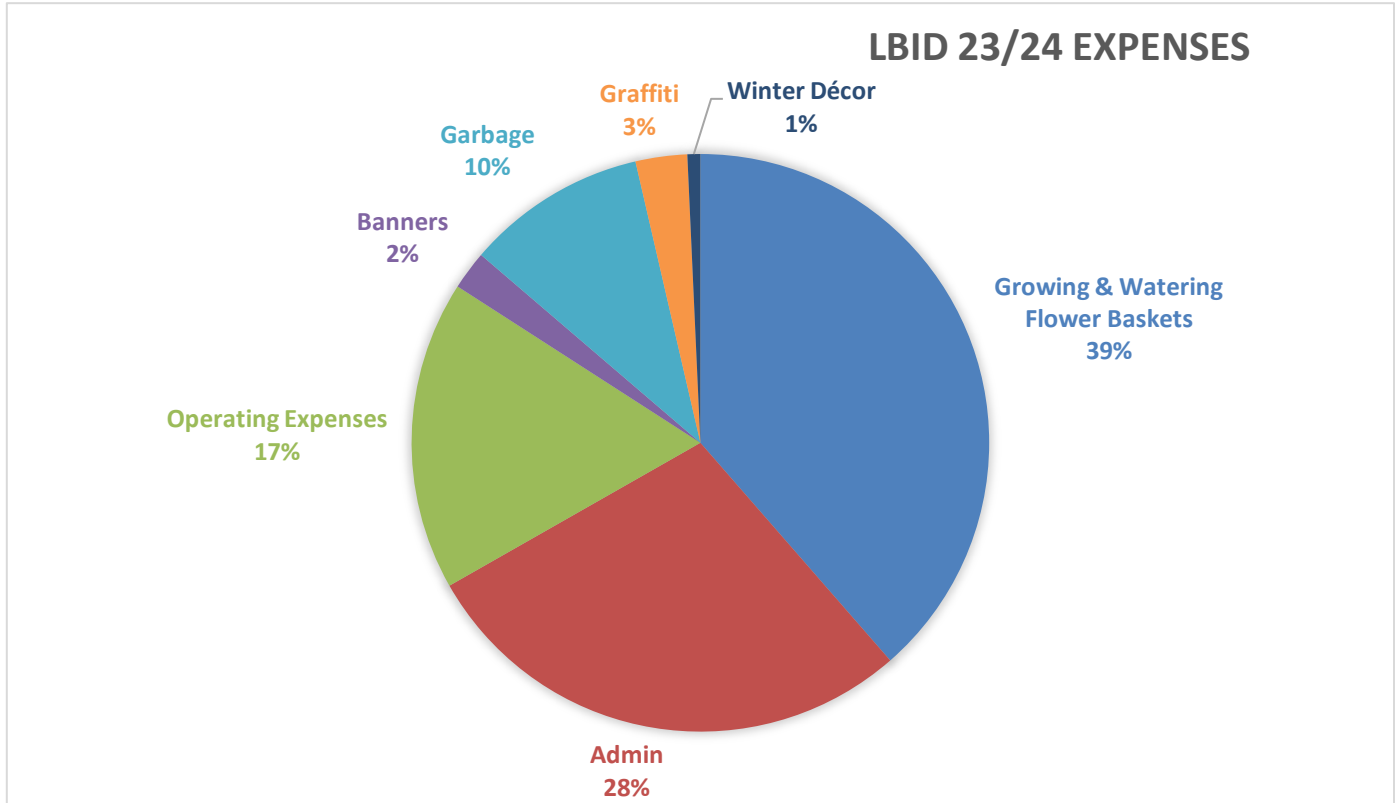


Downtown and Area Events Financial Support – The Flower Baskets program and Downtown Contractor expenses have doubled due to supply and staffing cost increases, so in the coming fiscal year, LBID’s grant program will be paused until a responsible reserve fund and stable profit and loss balance can be achieved. Past Support has included: the Hoot music festival, Windrider Public Transit Program, Green Door Gallery Mural Art Project, Active Transportation Farmers Market Sponsorship, Holiday Story Walk, Night Owl Run, Tap Into MT Brew Fest, Depot Christmas Tree Lights, Art Walks, Farmer’s Markets, and many more. LBID also provided grant assistance for District associated programs or projects that align with LBID’s mission.



BUDGET

Last fiscal year expenses below, followed by the proposed budget for fiscal year 2024/2025. Current Fiscal Year Profit and Loss vs. Actuals to April attached, the current fiscal year will end June 30. NOTE: Executive Director payroll expenses are shared by TBID and CVB but as LBID is the financial nonprofit, the whole payroll shows in LBID’s reports but they pay 30%; CVB and TBID cover the rest.





Annual Report & Budget FY24/25

Proposed FY24/25 Budget - The current District assessment income for enhancement, facilitation, promotion and maintenance is approximately \$46,000 per year. The Draft Budget for fiscal year 2024/2025 was reviewed and approved by the LBID Board 5/28/2024.

LBID FY24/25 Draft Budget	Estimates
Expected FY LBID Tax Assessments	\$46,000
City Flower Contribution (pending approval)	\$15,000
Give a Hoot Campaign (first year, unknown)	\$2,000
Banner Program Income	\$2,000
Total Estimated Income	\$65,000
Operating	
Accounting/Bookkeeping	\$4,000
Insurance	\$2,000
Marketing/Design	\$1,000
Office Supplies/Admin Expenses	\$300
Annual Conferences, Meetings	\$1,000
Shared Executive Director	\$14,000
Hardware supplies & Vehicle Expenses	\$2,900
Shared office and Storage Unit Rent	\$800
Total Operating Expenses	\$26,000
Program	
Banners	\$1,500
Flower Baskets	\$28,000
Garbage & Graffiti	\$9,000
Winter Decorations	\$500
Total Program Expenses	\$39,000
Total Expenses for Fiscal Year	\$65,000

Livingston Business Improvements District
Profit & Loss Budget vs. Actual
July 2023 through April 2024

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Oct - Dec 23</u>	<u>Budget</u>
Ordinary Income/Expense					
Income					
LBID District Tax Income					
Fiscal 2023	22,868.37	11,000.00	207.89%	0.00	11,000.00
Fiscal 2024	0.00			0.00	
Total LBID District Tax Income	<u>22,868.37</u>	<u>11,000.00</u>	<u>207.89%</u>	<u>0.00</u>	<u>11,000.00</u>
LBID Program Income					
Banner Rentals	0.00	500.00	0.0%	1,645.00	500.00
Flower Baskets	0.00	2,550.00	0.0%	0.00	2,550.00
Total LBID Program Income	<u>0.00</u>	<u>3,050.00</u>	<u>0.0%</u>	<u>1,645.00</u>	<u>3,050.00</u>
Total Income	<u>22,868.37</u>	<u>14,050.00</u>	<u>162.76%</u>	<u>1,645.00</u>	<u>14,050.00</u>
Gross Profit	<u>22,868.37</u>	<u>14,050.00</u>	<u>162.76%</u>	<u>1,645.00</u>	<u>14,050.00</u>
Expense					
DD Fees	0.00			1.75	
General & Administrative					
Accounting & Tax	292.50	750.00	39.0%	0.00	750.00
Advertising	292.78	68.75	425.86%	0.00	68.75
Bank Fees	9.23	6.25	147.68%	6.87	6.25
Bookkeeping	760.00			1,060.00	
Conference & Meetings	153.65	200.00	76.83%	228.18	200.00
Insurance - D&O	795.00	675.00	117.78%	0.00	675.00
Insurance - Work Comp	574.32			0.00	
Marketing Personnel	0.00	250.00	0.0%	0.00	250.00
Office Supplies	0.00	50.00	0.0%	46.28	50.00
PO Box Rental	0.00			176.00	
Repairs & Maintenance	626.21			0.00	
Shared Office Rent	0.00	450.00	0.0%	0.00	450.00
Supplies	170.91			0.00	
Website	0.00			107.61	
Total General & Administrative	<u>3,674.60</u>	<u>2,450.00</u>	<u>149.98%</u>	<u>1,624.94</u>	<u>2,450.00</u>
Payroll Expenses					
941	1,175.04			2,350.08	
SUTA	181.25			296.65	
Wages	15,360.00			30,720.00	
Total Payroll Expenses	<u>16,716.29</u>			<u>33,366.73</u>	
Program Services					
LBID.					
Banners	0.00	375.00	0.0%	50.00	375.00
Flowers	7,500.00	6,675.00	112.36%	5,254.50	6,675.00
Garbage Removal	2,496.04	1,750.00	142.63%	2,036.10	1,750.00
Graffiti Mitigation	29.14	500.00	5.83%	0.00	500.00
Holiday Decorations	0.00	125.00	0.0%	0.00	125.00
Insurance - Commercial	0.00			0.00	
Marketing/Design Services	60.50			0.00	
Rental - Storage Unit	2,700.00			0.00	
Vehicle Expenses	1,775.49	375.00	473.46%	503.21	375.00
Total LBID.	<u>14,561.17</u>	<u>9,800.00</u>	<u>148.58%</u>	<u>7,843.81</u>	<u>9,800.00</u>
Total Program Services	<u>14,561.17</u>	<u>9,800.00</u>	<u>148.58%</u>	<u>7,843.81</u>	<u>9,800.00</u>
Total Expense	<u>34,952.06</u>	<u>12,250.00</u>	<u>285.32%</u>	<u>42,837.23</u>	<u>12,250.00</u>
Net Ordinary Income	<u>-12,083.69</u>	<u>1,800.00</u>	<u>-671.32%</u>	<u>-41,192.23</u>	<u>1,800.00</u>
Net Income	<u>-12,083.69</u>	<u>1,800.00</u>	<u>-671.32%</u>	<u>-41,192.23</u>	<u>1,800.00</u>

Livingston Business Improvements District
Profit & Loss Budget vs. Actual
July 2023 through April 2024

	<u>% of Budget</u>	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Apr 24</u>
Ordinary Income/Expense					
Income					
LBID District Tax Income					
Fiscal 2023	0.0%	0.00	11,000.00	0.0%	0.00
Fiscal 2024		27,429.05			0.00
Total LBID District Tax Income	0.0%	27,429.05	11,000.00	249.36%	0.00
LBID Program Income					
Banner Rentals	329.0%	990.00	500.00	198.0%	0.00
Flower Baskets	0.0%	0.00	2,550.00	0.0%	0.00
Total LBID Program Income	53.93%	990.00	3,050.00	32.46%	0.00
Total Income	11.71%	28,419.05	14,050.00	202.27%	0.00
Gross Profit	11.71%	28,419.05	14,050.00	202.27%	0.00
Expense					
DD Fees		4.00			0.00
General & Administrative					
Accounting & Tax	0.0%	0.00	750.00	0.0%	0.00
Advertising	0.0%	0.00	68.75	0.0%	0.00
Bank Fees	109.92%	7.96	6.25	127.36%	0.00
Bookkeeping		337.00			0.00
Conference & Meetings	114.09%	0.00	200.00	0.0%	0.00
Insurance - D&O	0.0%	0.00	675.00	0.0%	0.00
Insurance - Work Comp		0.00			0.00
Marketing Personnel	0.0%	0.00	250.00	0.0%	0.00
Office Supplies	92.56%	0.00	50.00	0.0%	0.00
PO Box Rental		0.00			0.00
Repairs & Maintenance		0.00			0.00
Shared Office Rent	0.0%	0.00	450.00	0.0%	0.00
Supplies		0.00			0.00
Website		0.00			0.00
Total General & Administrative	66.32%	344.96	2,450.00	14.08%	0.00
Payroll Expenses					
941		0.00			0.00
SUTA		0.00			0.00
Wages		0.00			0.00
Total Payroll Expenses		0.00			0.00
Program Services					
LBID.					
Banners	13.33%	0.00	375.00	0.0%	0.00
Flowers	78.72%	0.00	6,675.00	0.0%	0.00
Garbage Removal	116.35%	1,037.94	1,750.00	59.31%	0.00
Graffiti Mitigation	0.0%	0.00	500.00	0.0%	0.00
Holiday Decorations	0.0%	0.00	125.00	0.0%	0.00
Insurance - Commercial		0.00			1,191.38
Marketing/Design Services		0.00			0.00
Rental - Storage Unit		0.00			0.00
Vehicle Expenses	134.19%	60.04	375.00	16.01%	1,183.13
Total LBID.	80.04%	1,097.98	9,800.00	11.2%	2,374.51
Total Program Services	80.04%	1,097.98	9,800.00	11.2%	2,374.51
Total Expense	349.69%	1,446.94	12,250.00	11.81%	2,374.51
Net Ordinary Income	-2,288.46%	26,972.11	1,800.00	1,498.45%	-2,374.51
Net Income	-2,288.46%	26,972.11	1,800.00	1,498.45%	-2,374.51

Livingston Business Improvements District
Profit & Loss Budget vs. Actual
July 2023 through April 2024

			TOTAL		
	Budget	% of Budget	Jul '23 - Apr 24	Budget	% of Budget
Ordinary Income/Expense					
Income					
LBID District Tax Income					
Fiscal 2023	3,666.67	0.0%	22,868.37	36,666.67	62.37%
Fiscal 2024			27,429.05		
Total LBID District Tax Income	<u>3,666.67</u>	<u>0.0%</u>	<u>50,297.42</u>	<u>36,666.67</u>	<u>137.18%</u>
LBID Program Income					
Banner Rentals	166.67	0.0%	2,635.00	1,666.67	158.1%
Flower Baskets	850.00	0.0%	0.00	8,500.00	0.0%
Total LBID Program Income	<u>1,016.67</u>	<u>0.0%</u>	<u>2,635.00</u>	<u>10,166.67</u>	<u>25.92%</u>
Total Income	<u>4,683.34</u>	<u>0.0%</u>	<u>52,932.42</u>	<u>46,833.34</u>	<u>113.02%</u>
Gross Profit	4,683.34	0.0%	52,932.42	46,833.34	113.02%
Expense					
DD Fees			5.75		
General & Administrative					
Accounting & Tax	250.00	0.0%	292.50	2,500.00	11.7%
Advertising	22.92	0.0%	292.78	229.17	127.76%
Bank Fees	2.08	0.0%	24.06	20.83	115.51%
Bookkeeping			2,157.00		
Conference & Meetings	66.67	0.0%	381.83	666.67	57.27%
Insurance - D&O	225.00	0.0%	795.00	2,250.00	35.33%
Insurance - Work Comp			574.32		
Marketing Personnel	83.33	0.0%	0.00	833.33	0.0%
Office Supplies	16.67	0.0%	46.28	166.67	27.77%
PO Box Rental			176.00		
Repairs & Maintenance			626.21		
Shared Office Rent	150.00	0.0%	0.00	1,500.00	0.0%
Supplies			170.91		
Website			107.61		
Total General & Administrative	<u>816.67</u>	<u>0.0%</u>	<u>5,644.50</u>	<u>8,166.67</u>	<u>69.12%</u>
Payroll Expenses					
941			3,525.12		
SUTA			477.90		
Wages			46,080.00		
Total Payroll Expenses			<u>50,083.02</u>		
Program Services					
LBID.					
Banners	125.00	0.0%	50.00	1,250.00	4.0%
Flowers	2,225.00	0.0%	12,754.50	22,250.00	57.32%
Garbage Removal	583.33	0.0%	5,570.08	5,833.33	95.49%
Graffiti Mitigation	166.67	0.0%	29.14	1,666.67	1.75%
Holiday Decorations	41.67	0.0%	0.00	416.67	0.0%
Insurance - Commercial			1,191.38		
Marketing/Design Services			60.50		
Rental - Storage Unit			2,700.00		
Vehicle Expenses	125.00	946.5%	3,521.87	1,250.00	281.75%
Total LBID.	<u>3,266.67</u>	<u>72.69%</u>	<u>25,877.47</u>	<u>32,666.67</u>	<u>79.22%</u>
Total Program Services	<u>3,266.67</u>	<u>72.69%</u>	<u>25,877.47</u>	<u>32,666.67</u>	<u>79.22%</u>
Total Expense	<u>4,083.34</u>	<u>58.15%</u>	<u>81,610.74</u>	<u>40,833.34</u>	<u>199.86%</u>
Net Ordinary Income	<u>600.00</u>	<u>-395.75%</u>	<u>-28,678.32</u>	<u>6,000.00</u>	<u>-477.97%</u>
Net Income	<u>600.00</u>	<u>-395.75%</u>	<u>-28,678.32</u>	<u>6,000.00</u>	<u>-477.97%</u>

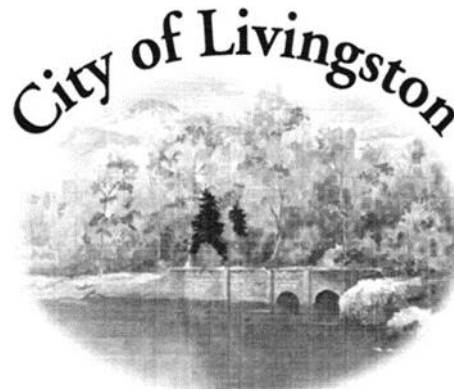
File Attachments for Item:

F. APPROVAL OF TWO MEMBERS TO THE LIVINGSTON BUSINESS IMPROVEMENT DISTRICT BOARD OF TRUSTEES

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Approving the Appointment of Jeffrey Galli and Susan Byerli to the Livingston Business Improvement District Board of Trustees.

Recommendation and Summary

The City Manager is recommending the Commission approve the appointment of two members to serve on the Livingston Business Improvement District Board of Trustees by adopting the following motion:

“I move to approve the City Manager’s request to appoint Jeffrey Galli and Susan Byerli to the Livingston Business Improvement District, as recommended by the LBID board.”

The reasons for the recommendation are as follows:

- The LBID By-laws dictate the Board of Trustees shall nominate candidates for appointment to the board with consent of the City Commission in accordance with state code.

Introduction and History

The City of Livingston has designated Explore Livingston as the Business Improvement District in accordance with Chapter 12 of Title 7 of the Montana Code Annotated. Pursuant to MCA 7-12-1121(1), the City Commission must appoint members of the Board of Trustees for 4-year terms.

Analysis

Two vacancies exist on the Board and the vacancies need to be filled. Both recommended members own businesses within the district; Jeffrey Galli is with Campione and Susan Byerli is with Yellowstone Hat Company.

Fiscal Impact

The LBID is an uncompensated Board of volunteers so there is no fiscal impact from filling the vacancy.

Strategic Alignment

A fully staffed board will enable the TBID to execute its mission.

Attachments

- None.

File Attachments for Item:

A. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, DECLARING JUNE 16-22, 2024 AS FIREFIGHTER SAFETY STAND DOWN WEEK IN LIVINGSTON, MONTANA



Proclamation
of the Livingston City Commission

Declaring June 16 - 22, 2024 as Firefighter Safety Stand Down Week in the City of Livingston

WHEREAS, the safety and well-being of our firefighters is of paramount importance to the City of Livingston, and Firefighter Safety Stand Down Week is being recognized national from June 16 – June 22, 2024; and

WHEREAS, this year’s theme, “Fire Training: Back to Basics” emphasizes the critical need for ongoing training and preparedness to ensure the safety and effectiveness of our firefighting personnel; and

WHEREAS, the City of Livingston proudly employs 15 full-time firefighters who are highly trained in various specialized levels including Structural Firefighter 1 and 2, Wildland Firefighter 1 and 2, Swiftwater Rescue Technician, Hazardous Material Operations, Aircraft Rescue Fire Fighting, High Angle Rope Rescue, and Paramedic; and

WHEREAS, the City of Livingston also benefits from the dedication of 17 part-time firefighters certified in Structural Firefighter 1 and 2, Wildland Firefighter 2, and EMT; and

WHEREAS, the total number of full-time and part-time firefighters serving the City of Livingston is 39, all of whom are committed to protecting the lives and property of our community through their expertise and bravery; and

WHEREAS, it is fitting and proper to recognize and commend the efforts of these brave individuals who risk their lives daily to ensure our safety and to promote the importance of continuous training and safety protocols; and

NOW, THEREFORE, BE IT RESOLVED on behalf of the Livingston City Commission, I, Karrie Kahle, Chair, do hereby declare June 16-22, 2024, to be:

FIREFIGHTER SAFETY STAND DOWN WEEK IN LIVINGSTON, MONTANA

Further, I encourage all citizens to recognize and support the dedicated service of our firefighters and to promote their safety through the theme “Fire Training: Back to Basics.”

Signed this ___ day of June, 2024.

Karrie Kahle, Chair
Livingston City Commission

Emily Hutchinson,
City Clerk

File Attachments for Item:

**B. A PROCLAMATION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA,
DECLARING JULY 2024 AS PARKS AND RECREATION MONTH IN LIVINGSTON, MONTANA**



Proclamation *of the Livingston City Commission*

Declaring July 2024 Parks and Recreation Month in the City of Livingston

WHEREAS, the City of Livingston is committed to enhancing the quality of life for its residents through the dedication and hard work of its Parks and Recreation Departments; and

WHEREAS, July 2024 is designated as Parks and Recreation Month in the City of Livingston, with this year’s theme, 'Where You Belong,' celebrating the many ways parks and recreation professionals foster a sense of belonging in our community by providing welcoming and inclusive programs, essential services for all ages and abilities, and safe, accessible spaces to build meaningful connections; and

WHEREAS, the City of Livingston is proud to employ three full-time recreation employees and four full-time parks employees, along with many seasonal workers who tirelessly work to maintain and improve our recreational facilities, programs, and parks; and

WHEREAS, the City of Livingston boasts 14 beautiful parks, 8 of which are specifically designed for children, offering a wide array of recreational opportunities and serving as vital community hubs; and

WHEREAS, it is fitting and proper to recognize and celebrate the outstanding contributions of our Parks and Recreation Departments, whose efforts enrich the lives of our residents and enhance the vibrancy of our community; and

NOW, THEREFORE, BE IT RESOLVED on behalf of the Livingston City Commission, I, Karrie Kahle, Chair, do hereby declare July 2024, to be:

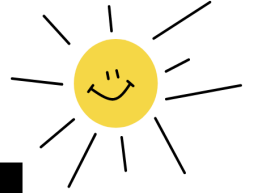
PARKS AND RECREATION MONTH N IN LIVINGSTON, MONTANA

Further, I encourage all citizens to take this opportunity to explore our parks, participate in recreational programs, and join in celebrating the dedicated service of our Parks and Recreation Professionals.

Signed this ___ day of June, 2024.

Karrie Kahle, Chair
Livingston City Commission

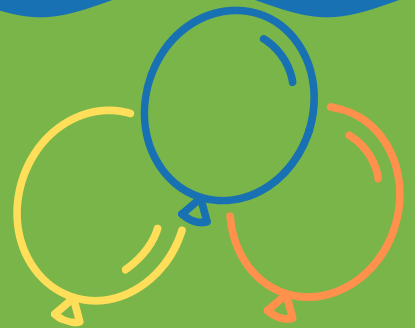
Emily Hutchinson,
City Clerk



MOBILE

REC

SUMMER FUN



The Livingston Parks & Recreation is excited to offer our Mobile Rec this summer. Two Days a week from June - August you can join us at either Sacajawea or Green Acres Park for a variety of games, sports, arts & crafts and so much more! This will be a FREE program that will follow the Farm to School Lunch program. Kids of all ages are welcome to join!

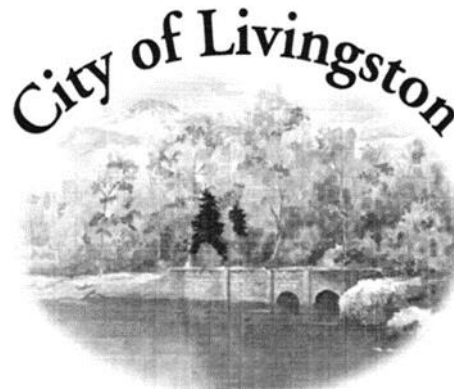
File Attachments for Item:

A. ORDINANCE 3053: AN ORDINANCE OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 10 OF THE LIVINGSTON MUNICIPAL CODE, ENTITLED MISCELLANEOUS OFFENSES, TO MODIFY SECTIONS 10-7 AND 10-8 TO ENABLE THE CONSUMPTION OF ALCOHOL IN CERTAIN PERMITTED AREAS.

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Ordinance 3053:

AN ORDINANCE OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 10 OF THE LIVINGSTON MUNICIPAL CODE, ENTITLED MISCELLANEOUS OFFENSES, TO MODIFY SECTIONS 10-7 AND 10-8 TO ENABLE THE CONSUMPTION OF ALCOHOL IN CERTAIN PERMITTED AREAS.

Recommendation and Summary

Staff is providing the Commission with Ordinance 3053 to update the municipal code provisions related to open containers in regard to a discussion on outdoor dining. The Commission may approve the final reading of the Ordinance by adopting the following motion:

“I move to approve the second reading of Ordinance 3053 and authorize the Chair to sign”

The reasons for the recommendation are as follows:

- The City has been approached by several downtown food purveyors regarding the possibility of creating outdoor dining spaces downtown.
- The Livingston Municipal Code restricts the possession and consumption of open alcoholic beverages on public streets, sidewalks and alleys.

Introduction and History

City staff have recently received inquiries from several downtown restaurants and bars regarding outdoor dining spaces. A first reading of the ordinance was conducted on June 4, 2024, and no changes were recommended by the Commission. With this second reading, the City will be able allow the consumption of alcohol in certain permitted areas of the public right-of-way on July 18, 2024 (30 days after the second reading of the Ordinance).

Analysis

Currently, the Livingston Municipal Code (LMC) makes it unlawful for any person to carry or consume an open container of beer or liquor upon any public street, sidewalk or alley in the City through Sections 10-7 and 10-8. While the LMC does include provisions that relax these restrictions as part of a special event, there are no other allowances for consuming or possessing

an open container on public property. This Ordinance change would enable the possession and consumption of alcohol in areas permitted by the City and controlled by alcohol permit holders with certain approvals from the State of Montana.

Fiscal Impact

There is minimal fiscal impact associated with this policy direction.

Strategic Alignment

Objective 6.1.3. of the Growth Policy is to “Reassess needs of anchor businesses to accommodate their long-term needs and retention.”

Attachments

Attachment A: Proposed Ordinance 3053 REDLINE

ORDINANCE NO. 3053

AN ORDINANCE OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 10 OF THE LIVINGSTON MUNICIPAL CODE, ENTITLED MISCELLANEOUS OFFENSES, TO MODIFY SECTIONS 10-7 AND 10-8 TO ENABLE THE CONSUMPTION OF ALCOHOL IN CERTAIN PERMITTED AREAS.

Preamble.

The purpose of this Ordinance is to amend the Livingston Municipal Code to expand the allowed consumption of alcohol in certain public areas where a permit has been issued.

WHEREAS, the City of Livingston has established regulations for the possession of open containers of alcohol and consumption of alcohol in its Municipal Code; and

WHEREAS, the City wishes to modify those regulations to allow the possession of open containers of alcohol and consumption of alcohol in certain areas where a permit has been issued by the City; and

WHEREAS, the Livingston Municipal Code requires modification to allow such activities;

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Livingston, Montana, that Sections 10-7 and 10-8 of the Livingston Municipal Code be hereby amended with additions underlined and deletions struck through, as follows:

SECTION 1

Sec. 10-7. - Carrying open containers or unsealed marijuana in public.

- A. It is unlawful for any person to carry an open container of beer or liquor or marijuana in an unsealed container upon any public street, sidewalk or alley in the City.
- B. The City Commission by motion may designate an area not greater than two (2) blocks in length and for no longer than a two (2)-day period as a special event exception at which time and place the restriction on open carry of beer or liquor will not apply.

C. The City Manager may designate an area, adjacent to an existing business and upon a public street, sidewalk or alley, wherein the possession of open containers of alcohol is permitted.

(Ord. 1721, 9/21/92; Ord. 1722, 9/21/92; Ord. No. 2099 , 2/16/21)

Sec. 10-8. - Drinking alcohol or using marijuana in public places.

A. It is unlawful for any person to drink beer or liquor or consume marijuana in any form upon any public street, sidewalk or alley in the City.

B. The City Commission by motion may designate an area not greater than two (2) blocks in length and for no longer than a two (2)-day period as a special event exception at which time and place the restriction on drinking beer or liquor will not apply.

C. The City Manager may designate an area, adjacent to an existing business and upon a public street, sidewalk or alley, wherein the drinking of alcohol is permitted.

D. Marijuana will not be consumed by smoking/vaping in public places/buildings except in a licensed marijuana retail facility.

(Ord. 1721, 9/21/92; Ord. 1722, 9/21/92; Ord. No. 2099 , 2/16/21)

SECTION 2

Statutory Interpretation and Repealer:

Any and all resolutions, ordinances and sections of the Livingston Municipal Code and parts thereof in conflict herewith are hereby repealed.

SECTION 3

Severability:

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions of this ordinance

which may be given effect without the invalid provision or application and, to this end, the provisions of this ordinance are declared to be severable.

SECTION 4

Savings Provision:

This ordinance does not affect the rights or duties that matured, penalties and assessments that were incurred or proceedings that begun before the effective dates of this ordinance.

SECTION 5

Effective date:

This ordinance will become effective 30 days after second and final adoption.

PASSED by the City Commission of the City of Livingston, Montana, on first reading at a regular session thereof held on the ____ day of June, 2024.

KARRIE KAHLE
Chair

ATTEST:

Emily Hutchinson
City Clerk

PASSED, ADOPTED AND APPROVED, by the City Commission of the City of Livingston, Montana, on a second reading at a regular session thereof held on the _____ day of June, 2024.

ATTEST:

APPROVED TO AS FORM:

EMILY HUTCHINSON
City Clerk

JON HESSE
City Attorney

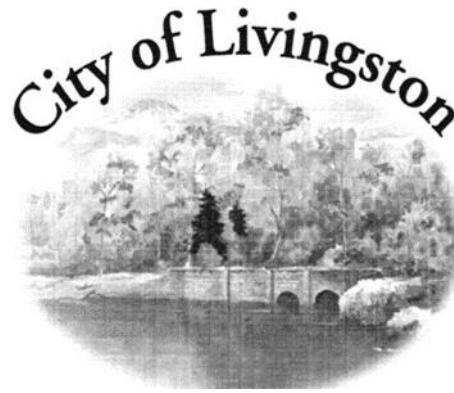
File Attachments for Item:

B. RESOLUTION 5134: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING UTILITY AND ACCESS EASEMENTS GRANTED BY KAREN SCHNEIDER FOR HER PROJECT LOCATED AT LLAMA LANE AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS.

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Resolution NO. 5134

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING UTILITY AND ACCESS EASEMENTS GRANTED BY KAREN SCHNEIDER FOR HER PROJECT LOCATED AT LLAMA LANE AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS.

Recommendation and Summary

Staff is recommending the approval of Resolution 5134 accepting easements related to a recently completed development that is adjacent to the City and connected to its utilities by adopting the following motion:

“I move to approve Resolution 5134 and authorize the Chair to sign”

The reasons for the recommendation are as follows:

- The City has been working with a development team on a project outside of the City of Llama Lane.
- With the recent completion of the project, it is appropriate to accept and memorialize utility and access easements.

Introduction and History

Karen Schneider has recently completed a multi-family residential project outside of City limits on Llama Lane. As part of that project, the project was required to connect to City utilities

Analysis

The City requires utility easements for water and sewer mains as well as access for the maintenance of said mains. Accepting this easement will enable the future maintenance of the water main.

Fiscal Impact

There is no fiscal impact associated with accepting this easement.

Strategic Alignment

Easements allow the City to effectively control and care for its infrastructure.

Attachments

Attachment A: Resolution 5134

RESOLUTION NO. 5134

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING UTILITY AND ACCESS EASEMENTS GRANTED BY KAREN SCHNEIDER FOR HER PROJECT LOCATED AT LLAMA LANE AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS.

WHEREAS Karen Schneider has extended City utilities to her project located at Llama Lane; and

WHEREAS, the City requires utility easements for water and sewer mains as well as access for the maintenance of said mains.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Livingston, Montana, as follows:

That the City Commission hereby accepts the easements provided in the attached exhibits and authorizes the City Manager to sign easement documents.

PASSED AND ADOPTED by the City Commission of the City of Livingston, Montana, this ____ day of June, 2024.

KARRIE KAHLE – Chair

ATTEST:

APPROVED AS TO FORM:

EMILY HUTCHINSON – City Clerk

JON HESSE – City Attorney

RETURN TO:
City of Livingston
220 East Park Street
Livingston, MT 59047

ACCESS EASEMENT AGREEMENT

THIS EASEMENT, made the __ day of _____ by and between_Karen Schneider__ in Livingston, Montana 59047, as the owner and hereinafter called the GRANTOR, and the CITY OF LIVINGSTON of 220 East Park Street in Livingston Montana 59047, hereinafter called the GRANTEE. GRANTOR does hereby grant, bargain, and convey an EASEMENT unto the said GRANTEE and to their successors and assigns forever across and for those certain lands and premises situated in the County of Park, State of Montana, to-wit:

A varying width perpetual easement for access, as set forth in Exhibit A, in and across a portion of Tract 9A of COS 2847 located in the SE ¼ of Section 13, Township 2 South, Range 9 E, PMM in the City of Livingston, Park County Montana, on file and of record in the office of the Park County Clerk and Recorder.

TO HAVE AND TO HOLD the same, unto the said GRANTEE and to their successors and assigns forever, SUBJECT TO THE FOLLOWING:

This grant includes the right of the GRANTEE, its successors, permittees, licensees, and assigns and its and their agents and employees, to enter at all times upon the above-described land by using existing roads or trails or otherwise by a route causing the least damage and inconvenience to the GRANTOR(S) in order to survey and establish the route and location of the easement and the pipeline and to:

- (1) Construct, operate, patrol, repair, substitute, remove, enlarge, replace, and maintain the pipeline, services, connections, accessories and appurtenances;
- (2) Trim, remove, destroy, or otherwise control any trees and brush inside or outside the boundaries of the easement which may, in the opinion of the GRANTEE, interfere or

threaten to interfere with or be hazardous to the construction, operation and maintenance of the pipeline;

(3) Grade the land subject to this easement and extend the cuts and fills of this grading into and on the land adjacent to that which is subject to this easement to the extent GRANTEE may find reasonably necessary; and

(4) Support the pipeline across ravines and water courses with structures which GRANTEE deems necessary.

THE GRANTEE AGREES:

(1) That, in connection with the construction, operating, patrolling, repairing, substituting, removing, enlarging, replacing, and maintaining of said sewer pipeline(s), it will repair or replace, at its sole expense, or pay to GRANTOR(S) the reasonable value of any damages to asphalt, existing fences, ditches and other appurtenances of said land that may be disturbed by its operation.

(2) That, during operations involving excavation, it will cut and remove asphalt from the trenching area. It will remove from the site any large rocks or surplus excavating material or any debris that may have been exposed by the excavation and remains after backfilling is completed. And, it will leave the finished surface in substantially the same condition as existed prior to the beginning of operations.

THE GRANTOR(S) AGREES:

(1) GRANTOR(S) covenants that GRANTOR(S) is the fee simple owner of said land or in which the GRANTOR(S) has any interest and will warrant and defend title to the land against all claims

(2) At no time will they build, construct, erect or maintain any permanent structure within the boundaries of said easement without the prior written consent of GRANTEE.

(3) At no time will they modify the finished grade of the land over the pipeline by removal of existing soil or by placement of fill material within the boundaries of said easement without the prior written consent of the GRANTEE.

(4) The GRANTOR(S) warrants that they are lawfully seized and possessed of the real property described above, that they have a lawful right to convey the property, or any part of it, and that they will forever defend the title to this property against the claims of all persons.

(5) This easement shall run with the land for the benefit of the Grantee and the burden of the burdened property.

(6) The GRANTEE may peaceably hold and enjoy the rights and privileges herein granted without any interruption by the GRANTOR(S). The terms, covenants and provisions of this easement and agreement shall extend to and be binding upon the heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the Grantor has set their hand hereto, the ____ day of _____, 2024 first above written.

By _____, as the designated representative

STATE OF MONTANA)
: ss.
County of PARK)

IN WITNESS WHEREOF, this instrument was acknowledged before me by _____ as the designated representative of _____. I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

(SEAL)

Notary Public for the State of Montana

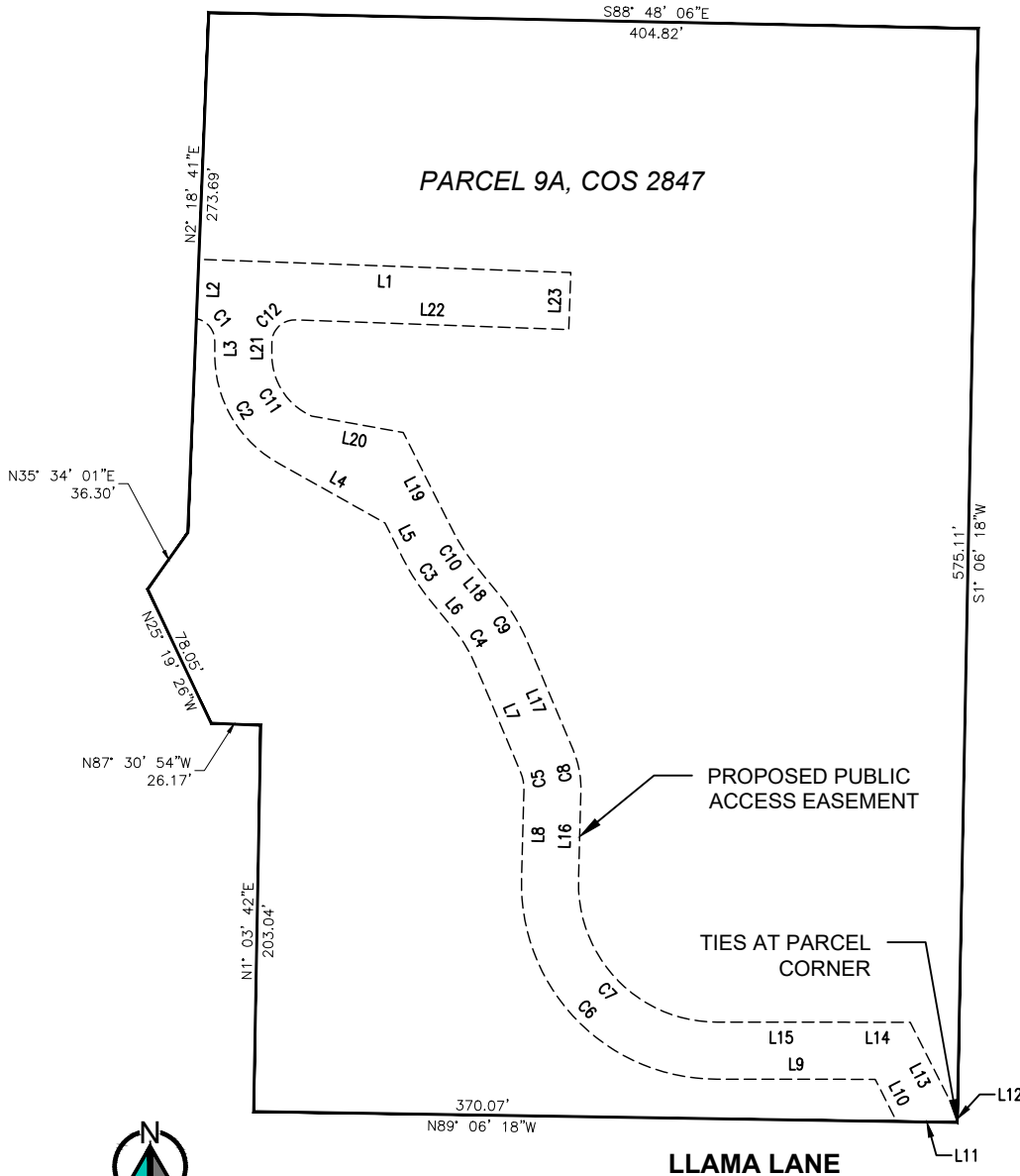
CITY OF LIVINGSTON
By _____
City Manager

STATE OF MONTANA)
) ss.
County of Park)

On this _____ day of _____, 2024, before me, a Notary Public for the State of Montana, personally appeared GRANT GAGER, known to me to be the City Manager for the City of Livingston and the persons whose names are subscribed to the within instrument, and acknowledged to me that he executed the same for and on behalf of the City of Livingston.

(SEAL)

Notary Public for the State of Montana

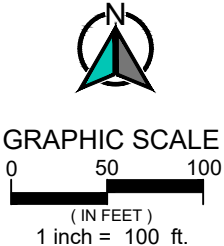


Line Table		
Line #	Length	Direction
L1	195.79	N87° 58' 44.70\"W
L2	31.15	S2° 18' 35.05\"W
L3	6.94	S0° 03' 43.78\"W
L4	64.59	S60° 42' 51.27\"E
L5	20.32	S26° 49' 11.08\"E
L6	19.46	S39° 17' 24.64\"E
L7	61.54	S22° 54' 48.81\"E
L8	45.18	S1° 31' 26.05\"W
L9	83.07	S89° 56' 24.22\"E
L10	24.89	S26° 53' 43.59\"E
L11	31.88	S89° 06' 17.95\"E
L12	3.84	N1° 06' 18.05\"E

Line Table		
Line #	Length	Direction
L13	54.77	N26° 53' 43.59\"W
L14	33.94	N89° 56' 24.22\"W
L15	67.60	N89° 56' 24.22\"W
L16	47.22	N1° 32' 03.59\"E
L17	61.54	N22° 54' 48.81\"W
L18	19.46	N39° 17' 24.64\"W
L19	58.48	N26° 49' 11.08\"W
L20	48.89	N79° 50' 07.30\"W
L21	6.53	N0° 03' 43.78\"E
L22	143.85	S87° 58' 44.70\"E
L23	30.00	N2° 01' 15.30\"E

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	17.00	12.00	81.16	S38° 19' 35\"E	15.61
C2	68.88	65.00	60.72	S30° 21' 23\"E	65.70
C3	27.64	127.00	12.47	S33° 03' 18\"E	27.59
C4	20.87	73.00	16.38	S31° 06' 07\"E	20.79
C5	10.43	23.00	25.99	S9° 55' 11\"E	10.34
C6	165.09	102.68	92.12	S44° 05' 45\"E	147.87
C7	115.70	72.68	91.21	N44° 35' 26\"W	103.87
C8	22.61	53.00	24.45	N10° 41' 23\"W	22.44
C9	29.44	103.00	16.38	N31° 06' 07\"W	29.34
C10	21.11	97.00	12.47	N33° 03' 18\"W	21.07
C11	40.53	35.00	66.35	N33° 11' 50\"W	38.31
C12	19.26	12.00	91.96	N46° 02' 30\"E	17.26

EXHIBIT A
AN ACCESS EASEMENT ACROSS PARCEL 9A OF COS 2847,
LOCATED IN SECTION 7, T02 S, R10 E, P.M.M. CITY OF
LIVINGSTON, PARK COUNTY, MONTANA FOR ACCESS.



HEADWATERS ENGINEERING

1105 REEVES ROAD WEST, SUITE 6, BOZEMAN, MT 59718
 HEADWATERSMT.NET 406-581-5730

DRAWN BY: NJH

DATE: 05/17/24

REVISION DATE: _____

PROJECT #: 2045.001

LOCATION: LIVINGSTON

EXHIBIT A
ACCESS EASEMENT

RETURN TO:
City of Livingston
220 East Park Street
Livingston, MT 59047

WATER PIPELINE AND ACCESS EASEMENT AGREEMENT

THIS EASEMENT, made the ___ day of _____ by and between Karen Schneider___ in Livingston, Montana 59047, as the owner and hereinafter called the GRANTOR, and the CITY OF LIVINGSTON of 220 East Park Street in Livingston Montana 59047, hereinafter called the GRANTEE. GRANTOR does hereby grant, bargain, and convey an EASEMENT unto the said GRANTEE and to their successors and assigns forever across and for those certain lands and premises situated in the County of Park, State of Montana, to-wit:

A varying width perpetual easement for the maintenance of a water pipeline, as set forth in Exhibit A, in and across a portion of Tract 9A of COS 2847 located in the SE ¼ of Section 13, Township 2 South, Range 9 E, PMM in the City of Livingston, Park County Montana, on file and of record in the office of the Park County Clerk and Recorder.

TO HAVE AND TO HOLD the same, unto the said GRANTEE and to their successors and assigns forever, SUBJECT TO THE FOLLOWING:

This grant includes the right of the GRANTEE, its successors, permittees, licensees, and assigns and its and their agents and employees, to enter at all times upon the above-described land by using existing roads or trails or otherwise by a route causing the least damage and inconvenience to the GRANTOR(S) in order to survey and establish the route and location of the easement and the pipeline and to:

- (1) Construct, operate, patrol, repair, substitute, remove, enlarge, replace, and maintain the pipeline, services, connections, accessories and appurtenances;
- (2) Trim, remove, destroy, or otherwise control any trees and brush inside or outside the boundaries of the easement which may, in the opinion of the GRANTEE, interfere or

threaten to interfere with or be hazardous to the construction, operation and maintenance of the pipeline;

(3) Grade the land subject to this easement and extend the cuts and fills of this grading into and on the land adjacent to that which is subject to this easement to the extent GRANTEE may find reasonably necessary; and

(4) Support the pipeline across ravines and water courses with structures which GRANTEE deems necessary.

THE GRANTEE AGREES:

(1) That, in connection with the construction, operating, patrolling, repairing, substituting, removing, enlarging, replacing, and maintaining of said sewer pipeline(s), it will repair or replace, at its sole expense, or pay to GRANTOR(S) the reasonable value of any damages to asphalt, existing fences, ditches and other appurtenances of said land that may be disturbed by its operation.

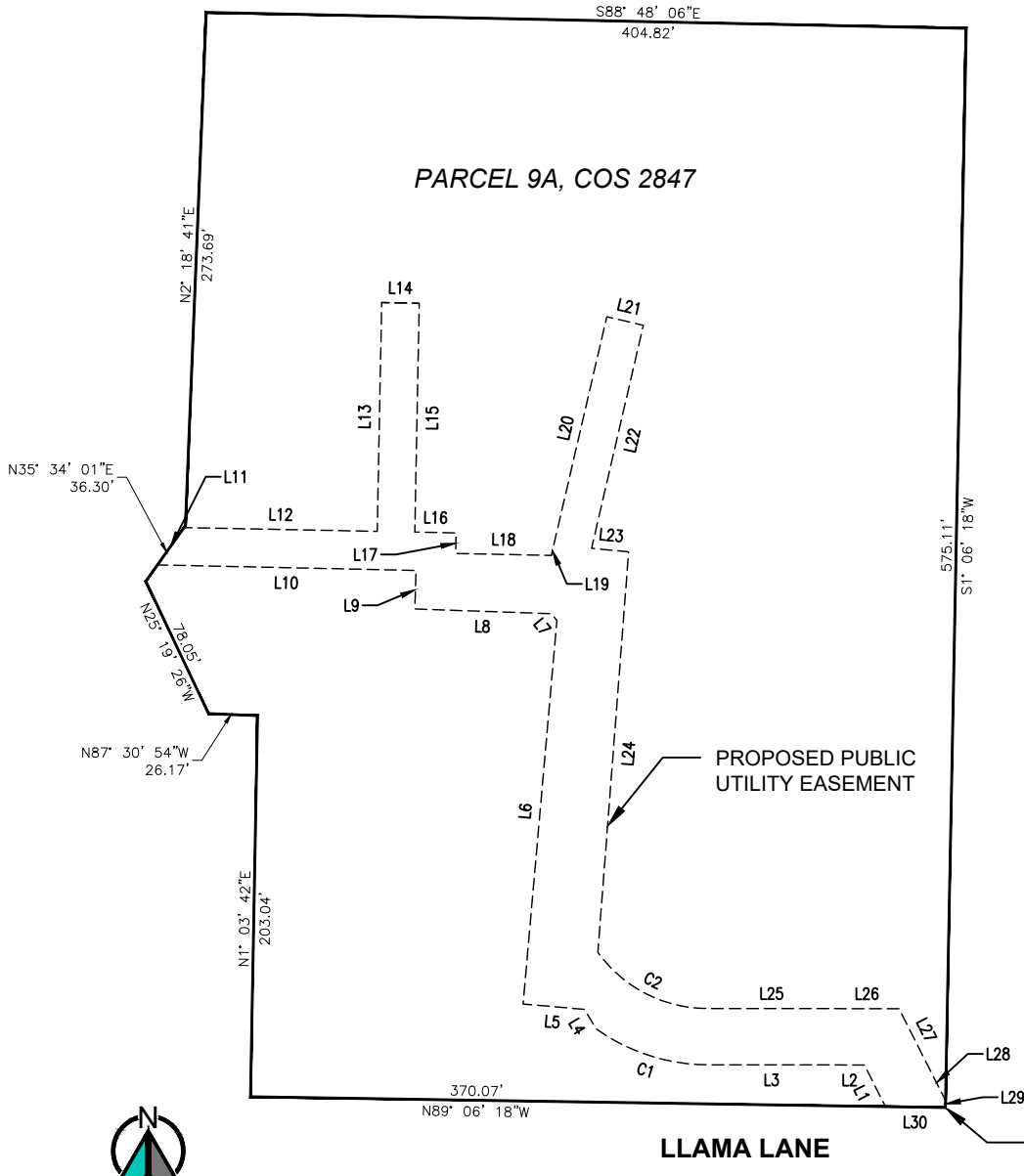
(2) That, during operations involving excavation, it will cut and remove asphalt from the trenching area. It will remove from the site any large rocks or surplus excavating material or any debris that may have been exposed by the excavation and remains after backfilling is completed. And, it will leave the finished surface in substantially the same condition as existed prior to the beginning of operations.

THE GRANTOR(S) AGREES:

(1) GRANTOR(S) covenants that GRANTOR(S) is the fee simple owner of said land or in which the GRANTOR(S) has any interest and will warrant and defend title to the land against all claims

(2) At no time will they build, construct, erect or maintain any permanent structure within the boundaries of said easement without the prior written consent of GRANTEE.

(3) At no time will they modify the finished grade of the land over the pipeline by removal of existing soil or by placement of fill material within the boundaries of said easement without the prior written consent of the GRANTEE.



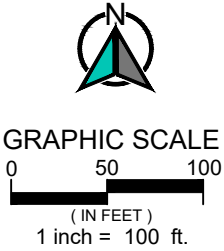
Line Table		
Line #	Length	Direction
L1	24.89	N26° 53' 43.59"W
L2	15.54	N89° 56' 24.22"W
L3	67.59	N89° 56' 24.22"W
L4	12.05	N30° 50' 30.08"W
L5	32.78	N84° 58' 09.01"W
L6	205.08	N5° 01' 50.99"E
L7	4.70	N39° 03' 14.14"W
L8	72.72	N87° 59' 45.78"W
L9	20.52	N1° 48' 32.14"E
L10	137.78	N88° 46' 44.17"W
L11	24.44	N35° 34' 01.05"E
L12	102.88	S88° 53' 27.64"E
L13	121.94	N1° 06' 39.64"E
L14	20.00	S88° 53' 20.36"E
L15	121.94	S1° 06' 39.64"W

Line Table		
Line #	Length	Direction
L16	22.00	S88° 53' 20.36"E
L17	11.00	S1° 06' 39.64"W
L18	50.95	S88° 53' 30.09"E
L19	5.27	N13° 04' 19.72"E
L20	125.22	N13° 04' 19.72"E
L21	20.00	S76° 55' 40.28"E
L22	121.97	S13° 04' 19.72"W
L23	19.84	S84° 31' 07.49"E
L24	214.04	S4° 23' 32.87"W
L25	67.60	S89° 56' 24.22"E
L26	33.94	S89° 56' 24.22"E
L27	33.66	S26° 53' 43.59"E
L28	21.11	S26° 53' 43.59"E
L29	3.84	S0° 53' 42.05"W
L30	31.89	N89° 06' 17.95"W

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	63.77	103.00	35.47	N72° 12' 11"W	62.76
C2	68.55	71.92	54.61	S63° 03' 24"E	65.98

EXHIBIT A

A UTILITY EASEMENT ACROSS PARCEL 9A OF COS 2847, LOCATED IN SECTION 7, T02 S, R10 E, P.M.M. CITY OF LIVINGSTON, PARK COUNTY, MONTANA FOR ACCESS, INSTALLATION, AND MAINTENANCE OF UTILITIES.



HEADWATERS ENGINEERING
 1105 REEVES ROAD WEST, SUITE 6, BOZEMAN, MT 59718
 HEADWATERSMT.NET 406-581-5730

DRAWN BY: NJH
 DATE: 05/17/24
 REVISION DATE:
 PROJECT #: 2045.001
 LOCATION: LIVINGSTON

**EXHIBIT A
 UTILITY EASEMENT**

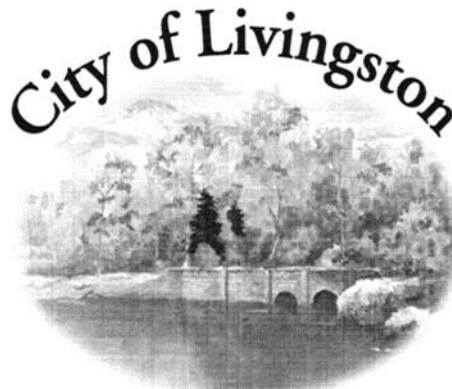
File Attachments for Item:

C. RESOLUTION 5135: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING A WATER UTILITY EASEMENT GRANTED BY LIVINGSTON LODGING 2 AND DIVIDE DEVELOPMENT FOR THE HOME 2 SUITES PROJECT LOCATED ON WEST PARK STREET AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS.

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
James Willich
Quentin Schwarz
Torrey Lyons

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Resolution NO. 5135

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING A WATER UTILITY EASEMENT GRANTED BY LIVINGSTON LODGING 2 AND DIVIDE DEVELOPMENT FOR THE HOME 2 SUITES PROJECT LOCATED ON WEST PARK STREET AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS.

Recommendation and Summary

Staff is recommending the approval of Resolution 5135 accepting an easement related to a recently completed commercial development by adopting the following motion:

“I move to approve Resolution 5135 and authorize the Chair to sign”

The reasons for the recommendation are as follows:

- The City has been working with a development team on a hotel project on West Park Street.
- With the recent completion of the project, it is appropriate to accept and memorialize a water utility easement.

Introduction and History

Livingston Lodging 2 and Divide Development have recently completed their Home 2 Suites hotel project on West Park Street. As part of that project, the team extended City water across their property containing the hotel.

Analysis

The City requires utility easements for water and sewer mains as well as access for the maintenance of said mains. Accepting this easement will enable the future maintenance of the water main.

Fiscal Impact

There is no fiscal impact associated with accepting this easement.

Strategic Alignment

Easements allow the City to effectively control and care for its infrastructure.

Attachments

Attachment A: Resolution 5135

RESOLUTION NO. 5135

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ACCEPTING A WATER UTILITY EASEMENT GRANTED BY LIVINGSTON LODGING 2 AND DIVIDE DEVELOPMENT FOR THE HOME 2 SUITES PROJECT LOCATED ON WEST PARK STREET AND AUTHORIZING CITY MANAGER TO SIGN ASSOCIATED DOCUMENTS.

WHEREAS Livingston lodging 2 and Divide Development have extended City water across their property containing the Home 2 Suites project; and

WHEREAS, the City requires utility easements for water and sewer mains as well as access for the maintenance of said mains.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Livingston, Montana, as follows:

That the City Commission hereby accepts the easement provided in the attached exhibits and authorizes the City Manager to sign easement documents.

PASSED AND ADOPTED by the City Commission of the City of Livingston, Montana, this ____ day of June, 2024.

KARRIE KAHLE – Chair

ATTEST:

APPROVED AS TO FORM:

EMILY HUTCHINSON – City Clerk

JON HESSE – City Attorney

Return to:
City Clerk
City of Livingston
414 E Callender St
Livingston, MT 59047

**PERPETUAL RIGHT-OF-WAY EASEMENTS
FOR WATER LINES AND UTILITIES**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, on this 2 day of April, 2024, the undersigned, **LIVINGSTON LODGING 2 LLC.**, of the address 1601 W. Park Street, Livingston, Montana 59047, and **DIVIDE DEVELOPMENT COMPANY, LLC**, of the address P.O. Box 1160, Livingston, Montana 59047, hereinafter called "Grantors," hereby grant and convey unto the **CITY OF LIVINGSTON, MONTANA**, a municipal corporation and political subdivision of the State of Montana, of the address of 414 E Callender Street, Livingston, Montana 59047, hereinafter called "Grantee," perpetual non-exclusive easements and rights-of-way, over, across, under, and through the following described tracts of real property in Park County, Montana:

See Exhibits "A" and "B" hereunto attached.

Easement is for the purpose of constructing, reconstructing, maintaining, operating, servicing, repairing, and replacing water lines over, across, under, and through the said real property; together with the right of free ingress and egress at all times for the purpose of constructing, reconstructing, maintaining, operating, servicing, repairing, and replacing said water lines and appurtenances; and adding additional water lines.

Grantor shall continue to have the right to use and enjoy the above-described property, except as to the rights herein granted, subject to the following restrictions:

1. Grantor and their successors agree not to construct, nor cause to be constructed within the easement right-of-way, any type of building or structure such as, but not limited to, houses, garages, sheds, kennels, fences, or any other fixed objects of any kind, shape or form without Grantee's express consent. Notwithstanding the

foregoing, Grantor is expressly allowed to a) pave and use the easement right of way for any pedestrian and vehicular ingress and egress such as drive aisles, drive ways, sidewalk, cross walk, and parking areas, and b) to install landscaping and landscaping facilities within the easement right-of-way, such as irrigation, berms, trees, bushes, shrubs, hedges, grass, or any other facilities or plantings of a similar nature that will be operated and maintained by Grantor.

- 3. Grantor agrees that authorized representatives of the City of Livingston can freely travel within the easement right-of-way with their equipment in the performance of their duties.

- 4. Grantor agrees to obtain the permission of the Public Works Department or Grantee prior to placing or removing any fill dirt within the easement right-of-way and, in addition, in the event such permission is granted, the Grantor agrees to perform any work necessary to modify the existing water lines and appurtenances, which work may be required prior to placing or removing any fill dirt within the easement right-of-way; and all such work shall be done at the Grantor's expense and without expense to the City.

- 5. The Restrictions, Covenants, and Hold Harmless Agreements herein contained shall attach to and run with the land and shall bind the parties hereto and all persons claiming thereunder.

(SIGNATURE PAGES FOLLOW)

"GRANTOR"

DIVIDE DEVELOPMENT COMPANY LLC

By: [Signature]

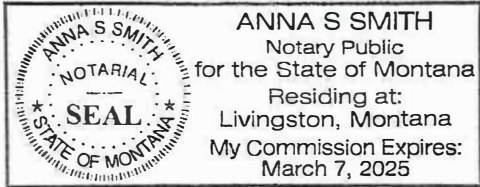
Its: Member

STATE OF Montana)
County of Park) ss

On this 18 day of April, 2024, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Douglas D Braham, known to me to be the member of DIVIDE DEVELOPMENT COMPANY LLC., that executed the within instrument and acknowledged to me that they executed the same on behalf of DIVIDE DEVELOPMENT COMPANY LLC.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

[Signature]
Signature of Notary



"GRANTOR"

LIVINGSTON LODGING 2 LLC.

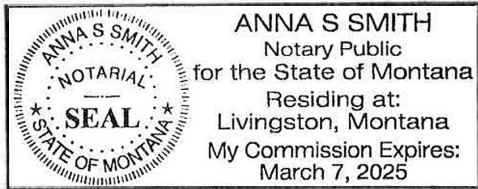
By: [Signature]

Its: Member

STATE OF Montana)
County of Park) ss

On this 18 day of Apr., 2024, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Douglas D BRAHAM, known to me to be the Member of LIVINGSTON LODGING 2 LLC., that executed the within instrument and acknowledged to me that they executed the same on behalf of LIVINGSTON LODGING 2 LLC.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.



[Signature]
Signature of Notary

“GRANTEE”

CITY OF LIVINGSTON, MONTANA

By: _____
City Manager

Attest: _____
City Clerk

STATE OF MONTANA)
) ss
County of Park)

On this ____ day of _____, 2024, before me, the undersigned, a Notary Public for the State of Montana, personally appeared _____ and _____, known to me to be the Chair of the Livingston City Commission and City Clerk, respectively, of the City of Livingston, Montana, that executed the within instrument and acknowledged to me that they executed the same on behalf of the City of Livingston, Montana.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

Signature of Notary

EXHIBIT A

EASEMENT DESCRIPTION

A Water Line Easement, located on a portion of Tract 2A of Certificate of Survey 2634 RB and Tract 4 of PL 502A, located in the NE1/4 SE1/4 of Section 23, Township 2 South, Range 9 East, P.M.M., City of Livingston, County of Park, State of Montana, according to the aforementioned official records in the office of the County Clerk and Recorder, and being more particularly described as follows:

COMMENCING at the quarter-section corner common to Sections 23 and 24 of said Township and Range; thence S0°08'27"E along the line common to Sections 23 and 24, for 689.33 feet, to the southeasterly corner of Tract 2A; thence N77°46'03"W, for 157.36 feet, to the POINT OF BEGINNING; thence N77°55'12"W, for 20.00 feet; thence N11°45'46"E, for 13.63 feet; thence N78°55'25"W, for 51.31 feet; thence N35°40'36"W, for 68.94 feet, to a southwesterly line of Tract 2A; thence N32°20'25"W along said line, for 34.92 feet; thence N07°45'11"E, for 213.15 feet; thence N82°14'49"W, for 8.87 feet; thence N07°45'11"E, for 20.00 feet; thence S82°14'49"E, for 8.87 feet; thence N07°45'11"E, for 94.32 feet, to the northerly property line of Tract 4; thence S80°01'39" E along said property line, for 20.02 feet; thence S07°45'11"W, for 319.39 feet; thence S32°20'25"E, for 27.04 feet; thence S35°40'36"E, for 60.43 feet; thence S78°55'25"E, for 63.62 feet; thence S11°45'46"W, for 33.98 feet, to the POINT OF BEGINNING. Having an area of 10,184 square feet.

Drawn By _____ AMH
Checked By _____ GSB
Date _____ 01/16/2024
CTA # DIVDEV ONCALL
Cad File: DIVDEV ONCALL V014

**Cushing
Terrell**
cushingterrell.com
800.757.9522

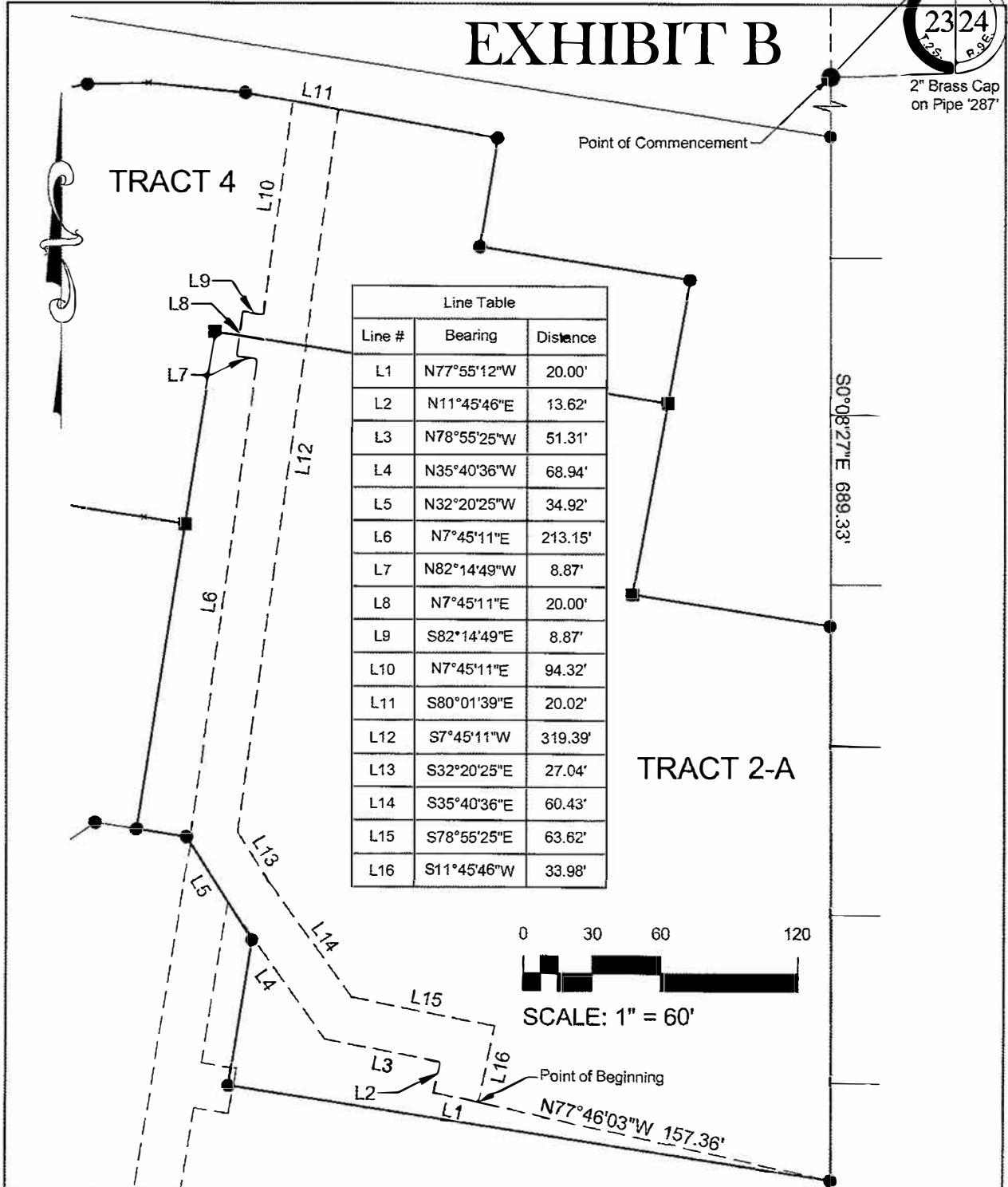
WATER LINE EASEMENT
GRANTOR: DIVIDE DEVELOPMENT
COMPANY, LLC
GRANTEE: THE CITY OF LIVINGSTON

EXHIBIT **A**
REF SHEET#
SHEET#

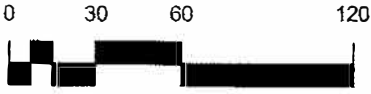
EXHIBIT B



2" Brass Cap
on Pipe '287'



Line Table		
Line #	Bearing	Distance
L1	N77°55'12"W	20.00'
L2	N11°45'46"E	13.62'
L3	N78°55'25"W	51.31'
L4	N35°40'36"W	68.94'
L5	N32°20'25"W	34.92'
L6	N7°45'11"E	213.15'
L7	N82°14'49"W	8.87'
L8	N7°45'11"E	20.00'
L9	S82°14'49"E	8.87'
L10	N7°45'11"E	94.32'
L11	S80°01'39"E	20.02'
L12	S7°45'11"W	319.39'
L13	S32°20'25"E	27.04'
L14	S35°40'36"E	60.43'
L15	S78°55'25"E	63.62'
L16	S11°45'46"W	33.98'



SCALE: 1" = 60'

Drawn By AMH
 Checked By GSB
 Date 01/16/2024
 CTA # DIVDEV_ONCALL
 Cad File: DIVDEV_ONCALL_V014



WATER LINE EASEMENT
 GRANTOR: DIVIDE DEVELOPMENT
 COMPANY, LLC
 GRANTEE: THE CITY OF LIVINGSTON

EXHIBIT **B**
 REF SHEET#
 SHEET#

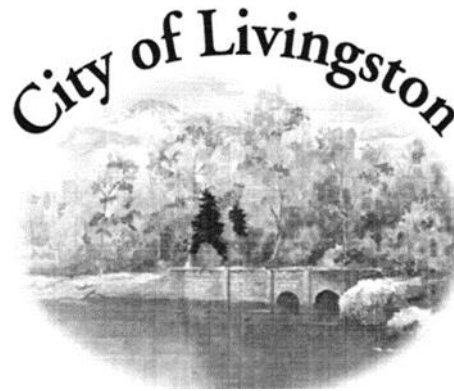
File Attachments for Item:

D. CITY COMMISSION LISTENING SESSIONS

City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Karrie Kahle

Vice Chair
Melissa Nootz

Commissioners
Quentin Schwarz
Torrey Lyons
James Willich

Date: June 18, 2024
To: Chair Kahle and City Commissioners
From: Grant Gager, City Manager

Staff Report for Commission Listening Sessions

Recommendation and Summary

The City Manager is proposing certain public listening session dates as directed by the City Commission. The Commission may approve the plan by adopting the following motion:

“I move to approve the listening session schedule.”

The reasons for the recommendation are as follows:

- The City Commission has requested that the City Manager develop a schedule of listening session for the Commission to engage directly with the public.
- The Commission previously indicated a desire to participate at both the Farmer’s Market as well as at independent listening session one Saturday per month.

Introduction and History

During the May 21, 2024, City Commission meeting, several Commissioners expressed interest in more directly engaging with the community. The Commissioners expressed interest in attending both the Farmer’s Market as well as independent listening sessions consisting of two or fewer Commissioners.

Analysis

The City Manager has developed the attached schedule for the Commission’s review. Commissioners are requested to sign-up for certain dates, if possible.

Fiscal Impact

There is no fiscal impact associated with the listening sessions.

Strategic Alignment

Direct communications with the community will ensure that the Commission is meeting the needs of Livingston residents and visitors.

Attachments

- Attachment A: Proposed Schedule

Proposed Schedule of Listening Sessions

Farmer’s Markets

- 1. June 19, 2024: Commissioners: _____ and _____
- 2. July 17, 2024: Commissioners: _____ and _____
- 3. August 14, 2024: Commissioners: _____ and _____
- 4. September 11, 2024: Commissioners: _____ and _____

Other Listening Sessions (Locations To Be Announced)

- 1. June 29, 2024: Commissioners: _____ and _____
- 2. July 27, 2024: Commissioners: _____ and _____
- 3. August 24, 2024: Commissioners: _____ and _____